

ACTION BY: Division Directors and Staff Officers

Preparing, Issuing, and Numbering Delegations of Authority

I **PURPOSE**

This Instruction (1) assigns responsibility for preparing and issuing delegations of authority, and (2) establishes a system for classifying and numbering such delegations.

II **RESPONSIBILITIES**

A Issuing Delegations of Authority. AMS officials to whom authority has been delegated may redelegate such authority to the extent permitted by a preceding delegation. There may be successive redelegations of authority to the extent permitted by preceding delegations.

B Processing Delegations of Authority. The Administrative Services (AS) Division (Procedures and Forms (PF) Branch) shall:

- 1 Classify and assign numbers to delegations of authority;
- and
- 2 Maintain the official file of delegations of authority.

III **CLASSIFICATION AND NUMBERING**

A System Used. Each delegation of authority shall be identified by a symbol and number. The system provides for classifying delegations by categories and consecutive numbering within categories thus facilitating reference and filing.

(III A)

1 Symbols. Symbols to be used for the various categories of delegations are:

Marketing agreements and orders.....	M
Regulatory and other marketing services.....	R
Section 32 programs and Section 6 School Lunch Act programs:	
Delegation of authority issued as part of a program docket, or	} ... Sa
Designation of representative of the Secretary with authority to execute contracts or agreements	
Other program authorities not covered by the above categories.....	G
Administrative authorities such as personnel, fiscal not included in any other category....	P

2 Numbers. Delegations within each category shall be numbered consecutively, for example, AMS-R-1. The delegations to be numbered in this manner are as follows:

a Delegations issued by the Deputy Administrators, Assistant Administrator, Heads of Staff Offices, and Division Directors by authority vested in them through AMS Notice of Organization and Authority (19F.R. 35, January 2, 1954) as amended.

b All other delegations issued by the Administrator, Deputy Administrators, and Assistant Administrator including delegations issued in AMS Instructions.

3 Subnumbers. Subnumbers within specific delegations shall be used to further identify delegations, for example, AMS-R-1 Sub 1. Such numbers shall be assigned to delegations issued as redelegations of those described in paragraph 2 a and b above.

IV METHODS OF ISSUING DELEGATIONS OF AUTHORITY

Delegations of authority shall be prepared in accordance with the provisions of this Instruction and issued in:

A Memorandum Form - if the delegation deals solely with internal agency management and is made to an individual or small group of individuals or is otherwise limited in its application.

B AMS Instructions (or formal division issuances) - if the delegation deals solely with internal agency management but is made to a comparatively large group of individuals or otherwise has general application throughout the agency, division, or branch as applicable.

C The Federal Register - if the delegation is of such nature that its publication in the Federal Register is required in accordance with the Administrative Procedures Act (USC 5,1002).

V PREPARATION

A Initiation. Divisions and staff offices shall prepare the delegations of authority required by their respective assigned responsibilities and functions.

B Contents. The items listed below shall be included in delegations as appropriate or required.

1 The source of the authority.

2 The title of the position or the name of the person to whom the authority is delegated. Usually, delegations of authority shall be made to the incumbent of a specified position by title (such as Branch Chief, Area Supervisor, etc.) rather than to the incumbent by name.

3 The authorities delegated, together with any limitations on their use.

4 Extent of redelegation of authority permitted.

5 The date on which the delegation shall be effective. (In the case of delegations issued in an instruction specify if other than the effective date of the instruction.)

6 The date of termination or point at which the delegation is automatically revoked (if not of a continuing nature).

(V B)

7 The name and title of the person making the delegation. (In the case of handbooks or manuals specify if other than the name and title of the highest responsible official of the organizational unit involved.)

C Signature. Each delegation of authority shall be signed by the official who is empowered to delegate the authority specified. The following shall be considered signed copies:

1 The signed original and all carbon copies containing a facsimile signature.

2 Reproduced copies of a delegation (issued in memorandum form) when the ditto master or mimeograph stencil has been signed by the responsible official.

3 Reproduced copies of signed or unsigned instructions or other similar type issuances.

4 Certified true copies of delegations bearing the notation "I certify that this is a true copy" followed by the signature of the certifying official.

D Number of Copies and Distribution.

1 With Dockets.

a When a delegation of authority is to be issued as part of or in conjunction with a program docket, the number of copies prepared shall be the same as for other documents composing the docket. A ditto master of the delegation shall be prepared by the initiating division so that the required number of additional copies may be reproduced by the PF Branch when the docket has been approved and the delegation signed. The distribution to be made of the delegation should be noted in the docket. One copy of the delegation shall be placed in the PF Branch file and all remaining copies shall be returned to the initiating division.

b When a delegation of authority is to be published in the Federal Register it shall be prepared as a docket with an original and seven carbon copies including one salmon copy. The delegation shall be formally cleared with the office of the General Counsel by the PF Branch. The PF Branch shall then obtain the signature of the responsible official and forward the signed delegation to the Secretary's Records Section. One

(V D 1 b)

of the two copies returned by the Secretary's Records Section shall be returned to the initiating office. The PF Branch shall be notified of the distribution made of such delegations.

2 Other Than With Dockets.

a By Memorandum. When a delegation of authority is issued in memorandum form the number of copies prepared shall be sufficient for (1) the signed original to be placed in the PF Branch file (if reproduced, a signed copy); (2) one or more copies as required to be retained by the initiating office; and (3) one signed copy for each person to whom the authority is being delegated and to each organizational unit that may be required to take action on documents initiated by the persons to whom authority has been delegated.

The signed original and one copy or (if reproduced) two signed copies of the delegation shall be forwarded to the PF Branch indicating the distribution to be made of the delegation. One copy shall be returned to the initiating division.

b By Formal Issuance.

(1) Two copies of each delegation of authority issued in a formal division issuance shall be submitted to the PF Branch indicating the distribution made of such issuances. One copy shall be returned to the initiating office.

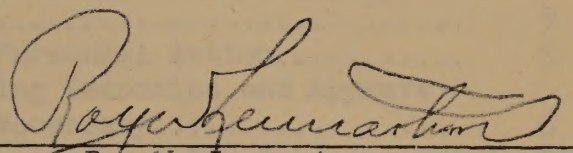
(2) A copy of each delegation of authority issued in an AMS Instruction shall be placed in the PF Branch file.

VI AMENDMENT OR TERMINATION

When a delegation of authority is to be amended or terminated, the distribution and number of copies prepared shall be the same as for the original delegation. The amendment or termination shall be identified by the preparing office with the same number (and subnumber, if any) originally assigned to the delegation. Examples:

AMS-R-2
Termination

AMS-Sa-17 Sub 2
Amendment 2



Roy W. Lennartson
Acting Administrator

of this report prepared by the Secretary's Committee shall be
retained in the Statistical Office. The report shall be retained of
the distribution of such documents.

Section 1. General

1. The purpose of this report is to provide a summary of the
work done by the Statistical Office during the year 1953. This
report is intended to be a general summary of the work done by the
Statistical Office during the year 1953. It is not intended to be
a detailed report of the work done by the Statistical Office during
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Section 2. Statistical Office

2. The Statistical Office is a part of the Agricultural Economics
Division. It is responsible for the collection, analysis, and
presentation of statistical data. The Statistical Office is
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AMS-12

AMS-12

Statistical Office
Agricultural Economics Division
U.S. Department of Agriculture

ACTION BY: All Divisions and Offices

General Authorization

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ACTION BY: *All Divisions and Offices*

General Authorization

I PURPOSE

This Instruction:

- A Constitutes the delegation of authority within AMS for (1) authorizing and approving travel and the incurrence of necessary travel and station expenses, and (2) certain other administrative authorities necessary for carrying out the authorized programs and activities of AMS;
- B Sets forth AMS policy with regard to authorities delegated;
- C Prescribes the extent of delegated authority; and
- D Sets forth the responsibilities of officials to whom authority is delegated and of travelers.

II EFFECTIVE DATE

The provisions of this Instruction are effective July 1, 1961, and remain in effect through June 30, 1962.

III POLICY

The policy of AMS is to authorize or approve official travel and to exercise procurement, employment, and other authorities delegated herein only to the extent necessary for the effective administration or furtherance of its authorized programs. The authorities listed herein may be exercised only by an official designated herein or by an official to whom such authority has been redelegated. Redelegations are subject to the limitations prescribed herein.

IV TRAVEL AUTHORIZATION AND MAXIMUM PER DIEM AND MILEAGE ALLOWANCES

A Exhibit A, attached, constitutes the Travel Authorization under which travel in AMS, except that requiring issuance of a trip authorization (See AMS Instruction 467-2, Preparing, Numbering, and Distributing Travel Authorizations), will be performed.

B Exhibit B, attached, sets forth the maximum per diem and mileage allowances prescribed for travel within AMS.

V AUTHORITIES DELEGATED

A Authority of the Administrator.

1 The Secretary of Agriculture has assigned to AMS various functions necessary to carry out authorized programs of the Department. The Administrator, as head of the agency, is delegated the authorities incident to carrying out the assigned functions, except where certain authorizations or approvals above AMS levels are required (see Section VIII). Except for certain authorities delegated only to himself, the Administrator may delegate his authority to his subordinates and authorize redelegation of such authority to the extent necessary for good administration.

2 The authorities listed below are delegated only to the Administrator. They may not be redelegated, but in the absence of the Administrator may be exercised by the Acting Administrator.

a Approval of superior accommodations for security purposes when a standard lower berth is available, and

b Approval of allowances for per diem in lieu of subsistence or actual subsistence expenses for periods of illness while in travel status in excess of 14 calendar days (including fractional days).

3 The authorities listed below are delegated only to the Administrator and to the Assistant Administrator for Management.

a Approval of attendance at national meetings, and

(V A 3)

b Authorization to attend meetings of international organizations or groups, held in the United States or elsewhere, foreign meetings, and other foreign travel.

B Delegation of Authority. The officials occupying or acting in the positions designated below are delegated the authorities listed in Section VII.

- 1 Deputy Administrators
- 2 Assistant Administrators
- 3 Division Directors and Heads of Staff Offices

C Redelegation of Authority. The officials listed in Section V B above are authorized to redelegate to their subordinates the authorities listed in Section VII. Authorities so delegated may, in turn, be redelegated by officials at the division level (Deputy Directors, Assistant Directors, Assistants to Directors, and Administrative Officers of National Offices), unless redelegation by such official is specifically excluded in Exhibit C, attached.

D Instrument of Redelegation. Exhibit C is the instrument through which redelegation of authority shall be accomplished.

1 Division Directors have redelegated the authorities listed in Section VII to the officials designated in Exhibit C.

2 Redelegations to officials other than those listed in Exhibit C shall be made as supplements to Exhibit C. Requests for issuance of supplements shall be submitted to the Budget and Finance (BF) Division. Such redelegations shall be made to the highest level consistent with good management.

VI AUTHORITIES NOT INCLUDED IN THIS INSTRUCTION

If authorities not included in this Instruction are to be delegated, such delegations shall be made in writing and copies furnished the BF Division and the appropriate Area Administrative (AA) Division(s).

VII EXTENT OF DELEGATED AUTHORITY

Unless otherwise indicated below, officials listed in Section V B and Exhibit C of this Instruction and others to whom authority is redelegated may:

A Authorize, direct, and approve official travel and the incurrence of necessary travel expenses for themselves and the employees under their supervision, in accordance with the provisions of the Standardized Government Travel Regulations and applicable AMS Instructions, including those covered by Exhibits A and B, attached.

B Establish and adjust per diem and mileage allowances within the maximum limitations prescribed in AMS Instruction 467-3, Per Diem in Lieu of Subsistence Expenses, and AMS Instruction 467-6, Mileage Allowances for Use of Privately Owned Vehicles, respectively. Exhibit B, AMS Maximum Per Diem and Mileage Allowances, attached, sets forth prescribed maximum allowances for travel in AMS and for specific divisions. Only the officials listed in Section V B are authorized to establish and adjust travel allowances within the maximums prescribed in the cited Instructions and attached Exhibit. Where allowances prescribed in AMS Instructions are mandatory, no adjustment may be made. When it has been determined that allowances should be adjusted, the authorized official shall take action as follows:

1 When the adjustment applies to a specific trip, he shall issue a notice to the affected employee and transmit a copy to the employee's supervisor, as well as to the appropriate AA Division.

2 When the adjustment is for general application, affecting all employees of the division, all employees at specific locations, all travel to certain areas, etc., he shall notify the Director of the BF Division in writing that he wishes to amend the division's Exhibit to this Instruction to reflect the adjusted allowances.

C Administratively approve vouchers in accordance with the following:

1 The authority to administratively approve travel vouchers is inherent in the authority to authorize and approve travel. Redelelegation is subject to the limitations contained in Section V C and may be made only to employees who are in a position to determine the facts relative to the travel (see Section XI below).

(VII C)

2 The authority to administratively approve all other vouchers is inherent in the authority to incur station expenses. Redelegation is subject to the limitations contained in Section V C.

D Approve applications for advances of funds to employees for travel and transportation and for payment of training expenses under Public Law 85-507, Government Employees Training Act, subject to the provisions of AMS Instruction 461-1, Advances of Funds and Covering Surety Bonds. This authority may be redelegated only to an official to whom authority to authorize and approve travel is also redelegated.

E Approve attendance at domestic meetings (other than National) outside the Department, within the limitations prescribed in AMS Instruction 112-1, Attendance at Meetings Outside the Department. This authority may be exercised only by the officials designated in the cited Instruction.

F Approve expenses of training of employees selected for training under Public Law 85-507, when such expenses are authorized on approved Form AD-281, Request and Authorization for Training Under P. L. 85-507.

G Purchase necessary equipment, materials, and supplies and incur other necessary station expenses, within the limitations prescribed in AMS procurement instructions and applicable division instructions.

H Effect temporary appointments under the L/A employment procedure, subject to the provisions and limitations of AMS Instruction 323-1, Employment Under Letters of Authorization, and applicable division instructions. This authority is not delegated to officials who have been delegated formal employment authority nor is this authority granted to officials in the metropolitan areas of Washington, D. C.; Chicago, Ill.; and San Francisco, Calif.

I Sign SF-52's, Requests for Personnel Action, affecting positions and employees under the official's supervision, within the limitations prescribed in AMS Instruction 333-1, Requests for Personnel Action, and applicable division instructions.

AMS INSTRUCTION 106-2

(VII)

J Determine the need for filling vacancies and approve those that are considered necessary to carry out assigned programs. This authority is delegated only to division directors and heads of staff offices (or those acting in these positions) and may not be redelegated.

K Order or approve occasional and irregular overtime, subject to the limitations prescribed in AMS Instruction 445-2, Overtime, and applicable division instructions.

L Order or approve holiday work, subject to the limitations prescribed in AMS Instruction 445-4, Holiday Compensation, and applicable division instructions.

VIII AUTHORIZATIONS AND APPROVALS ABOVE AMS LEVEL

A General. Except with respect to authority reserved to the Administrator (Section V A 2), the Assistant Administrator for Management is authorized to endorse requests for travel authority required beyond the range of authority vested in officers of AMS, and to obtain clearances and approvals from Departmental or other officials.

B Approval of the Secretary. Prior approval of the Secretary must be obtained for establishment of any period of service different from the 2-year period, prescribed by the Department, which an individual must serve outside the continental United States before he is entitled to return expenses for authorized leave or for separation.

C Approval of the Group Head, Office of the Secretary.

1 Prior approval of the Group Head, Office of the Secretary, must be obtained on Form AD-179, Request for Approval to Perform Foreign Travel or Attend Meeting, for (a) attendance at meetings of international or foreign organizations and groups, whether held in this country or elsewhere; (b) attendance at any other meeting held in a foreign country except routine "workshop" meetings of the Department or discussions of cooperative program operations by Departmental personnel with Canadian or Mexican officials in their respective countries; and (c) other foreign travel, except as listed in Exhibit A of this Instruction.

(VIII C)

2 Post approval of the Group Head, Office of the Secretary, must be obtained on vouchers covering foreign travel when (a) prior approval was not obtained as required in paragraph A above, or (b) such approval did not cover all foreign travel performed.

D Concurrence of the Director of Finance. Concurrence of the Director of Finance is required on:

1 Travel authorizations (Form AD-202) for (a) travel by private persons (non-Government employees)^{1/}, except members of advisory committees established by the Secretary under the authority of the Research and Marketing Act of 1946, when the travel is for attending committee meetings; and (b) travel (except that of the Administrator) which provides for allowance of actual subsistence expenses.

2 Form AD-179, when approval by the Group Head, Office of the Secretary, is required.

3 Travel vouchers (a) requiring post approval of the Group Head, Office of the Secretary; and (b) for persons other than Government officers and employees and for reimbursement to travelers for actual subsistence expenses, when prior concurrence was not obtained.

4 Memorandum request for any other travel where the financial arrangements involve payment of all or part of the traveling expenses from funds from non-Federal sources.

IX RESPONSIBILITIES OF OFFICIALS TO WHOM AUTHORITY IS DELEGATED

Officials to whom authority is delegated herein and those to whom authority is redelegated are responsible for:

^{1/} Annuitant collaborators without appointments do not have employee status and are classed as private persons.

(IX)

A Authorizing incurrence of expenses in connection with authorities herein delegated within the limit of authority granted and funds available.

B Complying with all procedures, provisions, and limitations contained in AMS Instructions governing exercise of authorities delegated herein.

C Complying with the policy of AMS in determining whether travel is necessary to, or will further, the authorized programs of AMS.

D Restricting travel to the geographical and jurisdictional areas required for proper administration of programs.

E Establishing equitable per diem and mileage rates within prescribed maximum rates, considering pertinent factors which bear on a fair and equitable allowance from the standpoint of both the traveler and the Government. Officials other than those listed in Section V B are not authorized to establish or adjust allowances within the prescribed maximums (see Section VII B). However, they are responsible for advising their superiors of conditions or circumstances affecting travel costs, so that consideration may be given to appropriate adjustment (increase or decrease) of rates.

F Prescribing use of less than first-class air accommodations (air coach, tourist, etc.) whenever available and adequate to meet the reasonable needs of the program and the traveler.

G Initiating action to have employees repay advances of funds when travel is not contemplated within 60 days and to reduce advances which appear to be in excess of employees' needs.

H Ascertaining whether the official station should be changed or the authorized per diem allowance adjusted when the traveler's assignment continues more than two months at a temporary duty station.

I Ascertaining, prior to the certification of Form AMS-276, Time and Attendance Report, that overtime reported was actually performed.

X RESPONSIBILITIES OF TRAVELERS

Employees traveling on official business are responsible for:

A Planning itineraries that will accomplish the purpose of the travel with the minimum of time and expense;

B Traveling by direct, usually traveled routes;

C Exercising the same care in selecting classes and modes of travel that a prudent person would use if traveling on personal business; for air travel, utilizing the lowest class accommodations that are available and adequate;

D Scheduling hours of departure and arrival that will permit the most efficient transaction of official business; and

E Incurring only those expenses that are essential to the transaction of official business.

XI ADMINISTRATIVE APPROVAL OF VOUCHERS

The administrative approval of a voucher indicates that a review has been made in accordance with the requirements listed in AMS Instruction 402-2, Responsibilities of Approving Officers, and that unless otherwise noted, payment is recommended subject to specific provisions of governing laws, regulations, and AMS Instructions.

A Travel Vouchers.

1 Form of Approval. Administrative approval of travel vouchers shall be indicated by the signature (not initials) and the working title of the approving officer (division director, administrative officer, officer in charge, etc.) in the space provided on the face of the travel voucher. Where the traveler and the approving officer are the same, the showing of his working title beneath his signature in the payee certification block on the travel voucher will meet the requirements of this Section.

(XI A)

2 Approving Officers.

a Expenses Incurred Under Prior Authority.

When a voucher covers travel expenses all items of which are incurred under this or other prior authority (AD-202), the approving officer may be (1) an official having authority to authorize or approve travel, or (2) an official to whom authority has been delegated to administratively approve travel vouchers as distinguished from authority to authorize or approve travel (see Section VII C above).

b Expenses Incurred Without Prior Authority.

When travel is performed that is not covered by this or other prior authority, the travel voucher must be approved by an officer having authority to authorize or approve the particular travel. When certain items of reimbursable expenses are incurred which are not covered by the authorization, the voucher must be approved by an officer who has authority to authorize and approve the particular expense. In such cases the following or a similar statement shall be inserted above the signature of the approving officer:

"The travel (or items of expense) not previously authorized is (are) hereby approved."

It is not necessary to issue or amend an authorization subsequent to the incurrence of expenses, since approval of the voucher constitutes the required authority.

c Required Specific Approvals. The administrative approval of the travel voucher does not cover approval of the following expenses, even though authorized herein when determined to be advantageous to the Government (see Exhibit A): (1) use of extra-fare trains and planes; (2) use of special conveyances; (3) use of toll roads when such roads are not

(XI A 2 c)

the usually traveled routes; and (4) incurrence of taxi fares, or round-trip mileage at ten cents per mile for use of a privately owned automobile in lieu of a taxi, between home, place of business, or other point of departure or arrival, and terminal in excess of allowable taxi fare plus tip (\$6.60). Approval of these expenses must be in the form of a signed statement of approval by an official designated in Section V B or Exhibit C. (When authority for incurrence of these expenses is included on AD-202, specific approval is not required.)

B Other (Miscellaneous) Vouchers. Administrative approval of other (miscellaneous) vouchers shall be indicated by the signature (not initials) and working title of the approving official shown on the voucher or invoice.

XII POST REVIEW OF TRAVEL VOUCHERS

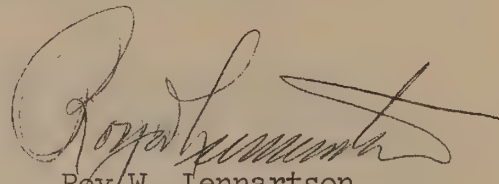
A In order to maintain adequate administrative control, heads of field offices who report directly to division directors, branch chiefs, or section heads in Washington, D. C., shall forward to the appropriate administrative official a copy of their travel vouchers for review on a post-payment basis. The close working relationship between officials listed in Section V B, as well as other National office officials listed in Exhibit C, and their immediate supervisors makes submission and review of copies of travel vouchers of such officials unnecessary.

B The appropriate officials shall review the copies of the vouchers at least quarterly to determine that the travel was warranted and necessary in carrying out the responsibilities of the positions involved. After review, the copies of vouchers shall be retained in the files of the reviewing officers for one year from the month in which they were received.

AMS INSTRUCTION 106-2

XIII AUTHORITY TO BE CITED ON TRAVEL VOUCHERS

This Instruction constitutes the authorization under which all travel within the limits designated herein, shall be performed. When travel is performed under this authorization, cite on the travel voucher "AMS Inst. 106-2" and "_____(date)2/" as the authority and date under which reimbursement is claimed. When travel is performed under Form AD-202, or any other authorization, cite that authorization as the authority.



Roy W. Lennartson
Acting Administrator

Attachments

2/ This will always be the current date of AMS Instruction 106-2

Travel Authorization

The officials designated in Section V B and on Exhibit C of this Instruction and those to whom authority is redelegated are authorized (1) to travel and incur necessary expenses of travel, and (2) to direct the travel and incurrence of necessary travel expenses on the part of their assistants, in accordance with the provisions of the Standardized Government Travel Regulations and applicable AMS Instructions (including the items listed below). Assistants of the designated officials are authorized to travel and to incur necessary travel expenses as directed by such officials.

1 Travel Territory:

a Within the limits of the continental United States.^{1/}

b Beyond the limits of the continental United States in the following cases:

(1) To, from, and within Canada or Mexico when the travel (a) relates to established programs of mutual interest; (b) is directly related to attendance at common interest meetings; or (c) is routine or incidental in nature, such as travel of employees stationed in the continental United States or Alaska in areas adjacent to Canada or Mexico who are required to cross foreign borders in the normal course of their work or in the use of usually traveled routes between points within the continental United States or Alaska.

(2) Between the continental United States and the States of Alaska and Hawaii and the possessions; and within and between the States of Alaska and Hawaii and the possessions.

^{1/} Continental United States in this Instruction means the former 48 States and the District of Columbia.

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EXHIBIT A

(1 b)

(3) To, from, and within foreign areas adjacent to Puerto Rico or the Virgin Islands, when required in the normal course of work of employees stationed in these possessions.

(4) Within the country or countries of assignment of employees stationed outside the United States.

2 Per diem and mileage allowances, as prescribed in Exhibit C.

3 Travel to attend meetings if attendance has been approved in accordance with AMS Instruction 112-1.

4 Travel and transportation expenses incident to change of official station in accordance with AMS Instruction 460-1, Travel and Transportation of Transferred Employees, and Certain New Appointees, Their Immediate Families, Household Goods, and Personal Effects and House Trailers.^{2/} This authority is not herein granted to branch chiefs or heads of field offices (even though such officials are listed in Exhibit C), unless specific redelegation of this authority is made by an official listed in Section V B of this Instruction. If redelegation of this authority is not specifically indicated in Exhibit C, it must be made by a supplement to that Exhibit.

5 Travel and transportation expenses allowable under Public Law 86-587, for persons appointed, and student trainees when promoted upon completion of college work, to positions in the United States in which the Civil Service Commission determines a manpower shortage exists, subject to the provisions of AMS Instruction 460-3, Payment of Travel and Transportation Expenses Under Public Law 86-587.^{2/} This authority is not granted to branch chiefs or heads of field offices (even though such officials are listed in Exhibit C, nor can it be redelegated.

6 Travel of persons appointed under Section 12 of the Department of Agriculture Organic Act of 1956, Public Law 85-979, for temporary or seasonal services in the inspection, classing, or grading of

^{2/} Form AD-202, Authorization - Travel, is required.

(6)

agricultural commodities, subject to limitations contained in AMS Instruction 467-5, Payment of Travel Expenses of Personnel Appointed for Temporary or Seasonal Service in Inspection, Classing, or Grading Agricultural Commodities, and applicable division instructions.

7 Travel by AMS employees in connection with work for which they are detailed or loaned to another Government agency. (Such travel may be authorized by the agency to which the employee is detailed or loaned.)

8 Travel by privately owned automobile. (See Exhibit B.)

9 Use of extra-fare planes and trains when such transportation is determined to be advantageous to the Government.

10 Use of special conveyances when such transportation is determined to be advantageous to the Government.

11 Use of toll roads when their use is determined to be advantageous to the Government.

12 Incurrence of taxi fares, in excess of allowable fare plus tip (\$6.60), or round-trip mileage at ten cents per mile for use of a privately owned automobile in lieu of a taxi, between home, place of business, or other point of departure or arrival, and terminal, when incurrence of the additional expense is determined to be advantageous to the Government.

13 Per diem (or actual subsistence expenses when provided in the traveler's authorization) not to exceed 14 calendar days (including fractional days) in any one period of absence from duty due to illness or injury not due to his own misconduct.

14 Hire of necessary stenographic, typing, clerical, and other services necessary for the conduct of official business while in travel status, subject to the limitations contained in AMS Instruction 242-1, Local Purchases (Section IX).

AMS INSTRUCTION 106-2
EXHIBIT A

15 . Miscellaneous expenses necessarily incurred in connection with official travel.

16 Miscellaneous travel expenses within the limits of the official station, including mileage for the use of privately owned vehicles and the use of taxicabs for local official business when such transportation is determined to be advantageous to the Government.

AMS Maximum Per Diem and Mileage Allowances

Part I - Per Diem

A Maximum Per Diem Allowances.

The following per diem allowances are the maximum allowances prescribed for travel within AMS. These allowances shall apply except (1) where AMS Instruction 467-3 (Section V) prescribes a mandatory rate of per diem or provides special per diem allowances for certain individuals; (2) where an official listed in Section V B of this Instruction has prescribed lesser rates; or (3) where adjustments or waivers affecting individual divisions have been authorized, as provided in AMS Instruction 467-3, Section V A 2.

1 Within the Continental United States.^{1/}

a Per diem at the rate of \$12 per day while traveling and for the first 10 calendar days at any one place at any one time, beginning with the first full calendar day after arrival; \$9 per day for the next 20 days; and \$7 per day thereafter.

b Per diem at the rate of \$12 for travel of 24 hours or less, computed in accordance with the provisions of AMS Instruction 467-3.

2 Outside the Continental United States.

a Per diem for travel within a locality beyond the limits of the continental United States not to exceed the maximum rates prescribed by the Director of the Bureau of the Budget.

^{1/} Continental United States in this Instruction means the former 48 States and the District of Columbia.

AMS INSTRUCTION 106-2
EXHIBIT B

(Part I - A 2)

b Per diem for travel between the continental United States and a locality beyond or between such localities in accordance with the provisions of the Standardized Government Travel Regulations (Section 6.2c).

B Per Diem Allowances Authorized by Divisions and Staff Offices.

1 The per diem allowances authorized by individual AMS divisions and staff offices are shown in a series of numbered Exhibits C. The numbered Exhibits are prepared for individual divisions or staff offices and are distributed according to need.

2 The per diem allowances are those authorized while traveling and for the period of travel at any one place at any one time. Unless otherwise provided, per diem while traveling, as well as per diem for travel of 24 hours or less, is authorized at the same rate authorized for the initial period at any one place at any one time. The number of calendar days at each rate is indicated, except where no specific limitation is prescribed. As used herein, the term "Washington" is applicable to National office employees; the term "Field" is applicable to all employees other than National office employees.

Part II - Mileage

A Maximum Mileage Allowances.

The following mileage allowances are the maximum allowances prescribed for travel within AMS. These allowances shall apply except where an official listed in Section V B of this Instruction has prescribed lesser allowances (as indicated in the numbered Exhibit C for the applicable division or staff office). The rates shown in subparagraphs 1 c and d below are mandatory and may not be adjusted.

1 Within the Continental United States.

a Eight cents per mile for travel by privately owned automobile when such mode of transportation is determined to be advantageous to the Government.

(Part II - A 1)

b Five and one-half cents per mile for travel by privately owned automobile when the traveler prefers to use his own automobile in lieu of common carrier. This rate is in lieu of all other transportation costs, including ferry fares and road, bridge, and tunnel tolls. (Per diem for such travel shall be allowed on the basis of time required by common carrier (train), and annual leave shall be charged for travel time during normal working hours in excess of that which would have been required had travel been performed by common carrier.)

c Ten cents per mile for the round-trip mileage of a privately owned automobile used in lieu of a taxi between home, place of business, or other point of departure or arrival, and a terminal, not in excess of allowable taxi fare plus tip (\$6.60). An amount in excess of \$6.60 may be approved when advantageous to the Government (see Section XI A 2 c of this Instruction).

d Ten cents per mile for use of a privately owned automobile by a Government employee witness who is summoned to and attends a Department hearing.

2 Outside the Continental United States.

Ten cents per mile for travel by privately owned automobile when such mode of transportation is determined to be advantageous to the Government.

B Mileage Allowances Authorized by Divisions and Staff Offices.

The mileage allowances authorized by individual AMS divisions and staff offices are shown on numbered Exhibits C. Where divisions have prescribed exceptions to the maximum allowances, the exceptions are shown in the applicable division Exhibit.

AREA ADMINISTRATIVE DIVISIONS

Redelegation of Authorities

The authorities listed below are redelegated to the officials occupying or acting in the positions designated.

Eastern Area Administrative Division:

The authority to administratively approve vouchers (Section VII C):

Branch Chiefs

The authority to purchase necessary equipment, materials, and supplies (Section VII G):

Chief, Administrative Services Branch

Central Area Administrative Division:

The authority to administratively approve vouchers except travel vouchers (Section VII C 2):

Chief, Budget and Finance Branch

The authority to purchase necessary equipment, materials, and supplies (Section VII G):

Chief, Administrative Services Branch
Procurement and Property Officer, Administrative Services Branch

Western Area Administrative Division:

The authority to administratively approve vouchers except travel vouchers (Section VII C):

Chief, Budget and Finance Branch

The authority to purchase necessary equipment, materials, and supplies (Section VII G):

Chief, Administrative Services Branch
Procurement and Property Officer, Administrative Services Branch

AREA ADMINISTRATIVE DIVISIONS

Per Diem Allowances

\$12 (10 days) \$9 (20 days) \$7 (thereafter)

Mileage Allowances

The maximum mileage allowances shown on Exhibit B, Part II, apply with no exceptions.

/s/ James R. Roberts
Director, EAAD

/s/ Maurice P. Ward
Director, CAAD

/s/ Paul A. Auge
Director, WAAD

COTTON DIVISION

Redelegation of Authorities

The authorities listed in Section VII of this Instruction are redelegated to the officials occupying or acting in the positions designated below. The redelegation for certain authorities is subject to exceptions and limitations cited in the Instruction, in this Exhibit, and in Exhibit A.

Washington:

Deputy Directors
Assistant to Director
Administrative Officer
Branch Chiefs

Field:

Area Managers
Heads of Field Sections
Officers in Charge of Testing Laboratories
Officers in Charge - Classing Offices

Exceptions and Limitations:

Redelegation to Officers in Charge - Classing Offices includes only the authorities listed below, subject to the limitations stated:

Purchase necessary equipment, materials, and supplies (Section VII G).

Limitation: As established by the Area Manager.

Effect temporary appointments under the L/A employment procedure (Section VII H).

Limitation: Appointments of Laborers and Clerks, GS-2, not to exceed 6 months for a single cotton classing season. All such appointments shall be made under Schedule A 6.111 (h) (3) pursuant to which laborers may not work more than 160 days in the service year and clerks not more than 130 days in the service year.

Order or approve occasional and irregular overtime (Section VII K).

Limitation: This authority is to approve overtime and holiday work previously ordered by the Area Manager.

COTTON DIVISION

Per Diem Allowances

<u>Location</u>	<u>Rates</u>
Washington: ^{1/}	
	\$12 (10 days) \$9 (20 days) \$7 (thereafter)
Field:	

<u>Office of Area Manager and Field Sections:</u> ^{1/ 2/}	
	\$12 (10 days) \$9 (20 days) \$7 (thereafter)

<u>Personnel of Testing Laboratories and Classing Offices:</u> ^{2/ 3/}	
	\$10 (10 days) \$7 (thereafter)

<u>Grading Control Section (Classer Trainees only):</u>	
	\$10 (while traveling) \$4 (thereafter)

Exceptions: (Footnotes are used to permit specific identification of the exception involved.)

- 1/ An employee detailed to a laboratory or classing office for a period in excess of 10 days is authorized per diem at the rate prescribed for testing laboratory and classing office personnel.
- 2/ An employee detailed to Washington, D. C., is authorized per diem at \$12 for the first 20 days and \$10 thereafter.
- 3/ Higher rates, not in excess of maximum rates prescribed by AMS, may be approved by the branch chief or area manager when conditions justify.

Mileage Allowances

The maximum mileage allowances shown on Exhibit B, Part II, apply with no exceptions.

/s/ E. J. Overby
Director, Cotton Division

DAIRY DIVISION

Per Diem Allowances

<u>Location</u>	<u>Rates</u>		
Washington:	\$12 (10 days)	\$9 (20 days)	\$7 (thereafter)
Field:			

Market News Branch^{1/} - All field employees.

Inspection and Grading Branch^{2/} - Area Supervisors
Assistant Area Supervisors
Supervisory Agricultural
Commodity Graders
Laboratory personnel
Clerical Assistants

\$12 (10 days) \$9 (20 days) \$7 (thereafter)

Inspection and Grading Branch - Other graders and samplers^{2/ 3/}

\$9 (30 days) \$7 (thereafter)

Exceptions: (Footnotes are used to permit specific identification of the exception involved.)

- 1/ Market Reporters on relief assignments in other offices are authorized \$12 for the first 30 days and \$9 thereafter.
- 2/ For all field personnel of the Inspection and Grading Branch, the per diem allowance for travel of 24 hours or less, when lodging is not involved, will be one-half of the \$12 or \$9 rate, whichever is applicable, subject to limitations on per diem for travel of 24 hours or less as covered in SGTR and AMS Instruction 467-3, Per Diem in Lieu of Subsistence Expenses.
- 3/ Area Supervisors may approve rates in excess of \$9, not to exceed \$12 for the first 10 days, when a higher rate is justified.

Mileage Allowances

The maximum mileage allowances shown on Exhibit B, Part II, apply except as follows:

Seven cents per mile is authorized an employee for travel by privately owned automobile when employee prefers to use his own automobile in lieu of available GSA Motor Pool Vehicle. (Per diem for such travel will be based on actual travel time.)

/s/ J. C. Blum
Director, Dairy Division

FOOD DISTRIBUTION DIVISION

Redelegation of Authorities

The authorities listed in Section VII of this Instruction are redelegated to the officials occupying or acting in the positions designated below. The redelegation for certain authorities is subject to exceptions and limitations cited in the Instruction, in this Exhibit, and in Exhibit A.

Washington:

Deputy Directors
Administrative Officer

Field:

Area Field Supervisors
Assistant Area Field Supervisors
Heads of Sub-Area Offices in Memphis, Tennessee, and Puerto Rico
-Program Head for Direct Distribution, Atlanta, Georgia- *

Exceptions:

Redelegation to Assistant Area Field Supervisors and to the Head of the Sub-Area Office in Puerto Rico includes only authority to administratively approve travel vouchers (Section VII C 1).

Redelegation to the Head of the Sub-Area Office in Memphis, Tennessee, includes only the authority to:

Administratively approve travel vouchers (Section VII C 1).

-Effect temporary appointments under the L/A employment procedure (Section VII H).- *

-Redelegation to the Program Head for Direct Distribution, Atlanta, Georgia, includes only authority to effect temporary appointments under the L/A employment procedure (Section VII H).- *

FOOD DISTRIBUTION DIVISION

Per Diem Allowances

Location

Rates

Washington:

\$12 (10 days) \$9 (20 days) \$7 (thereafter)

Field:

Exception:

In Chicago, New York, and Washington, D. C., per diem is authorized at the rate of \$12 for the first 30 days and \$9 thereafter.

Mileage Allowances

The maximum mileage allowances shown on Exhibit B, Part II, apply with no exceptions.

/s/ Martin D. Garber

Director, Food Distribution Division

GRAIN DIVISION

Redelegation of Authorities

The authorities listed in Section VII of this Instruction are redelegated to the officials occupying or acting in the positions designated below. The redelegation for certain authorities is subject to limitations cited in the Instruction and in Exhibit A.

Washington:

Deputy Director
Assistant to Director
Administrative Officer
Branch Chiefs

Field:

Officer in Charge - Inspection Branch General Field Headquarters
Officer in Charge - Inspection Branch Pacific Coast Headquarters
Officers in Charge - Inspection Branch Field Offices
Officers in Charge - Seed Branch Laboratories
Officers in Charge - Market News Branch Field Offices

GRAIN DIVISION

Per Diem Allowances

<u>Location</u>	<u>Rates</u>		
Washington:	\$12 (10 days)	\$9 (20 days)	\$7 (thereafter)
Field:			
Canada:	\$15 (10 days)	\$12 (20 days)	\$10 (thereafter)

Mileage Allowances

The maximum mileage allowances shown on Exhibit B, Part II, apply with no exceptions.

/s/ W. A. Davidson
Director, Grain Division

INTERNAL AUDIT DIVISION

Redelegation of Authorities

The authorities listed in Section VII of this Instruction are redelegated to the officials occupying or acting in the positions designated below. The redelegation for certain authorities is subject to exceptions and limitations cited in the Instruction, in this Exhibit, and in Exhibit A.

Washington:

Deputy Director
Administrative Officer
Chief Auditor
Chief Investigator

Field:

Area Office Chiefs
Auditor in Charge (or Supervisory Auditor), Area Offices
Investigator in Charge (or Supervisory Investigator), Area Offices
Administrative Assistant, Area Offices
Supervisory Auditor, Dallas Suboffice

Specific Redelegation. The authority to authorize and approve travel and transportation expenses of subordinates incident to permanent change of official station to or from a previously established suboffice within the territory of jurisdiction is specifically redelegated to Area Office Chiefs.

Exceptions and Limitations:

Redelegation to the Chief Auditor, Chief Investigator, Auditor in Charge (or Supervisory Auditor), and Investigator in Charge (or Supervisory Investigator) includes only the authority to administratively approve travel vouchers (Section VII C 1) of auditors and investigators under their respective jurisdictions.

Redelegation to Administrative Assistants, Area Offices, and Supervisory Auditor, Dallas Suboffice, includes only the authority to purchase necessary equipment, materials, and supplies (Section VII G). This authority is limited to purchasing expendable equipment, materials, and supplies and ordering equipment repairs and reproduction services.

INTERNAL AUDIT DIVISION

Per Diem Allowances

<u>Location</u>	<u>Rates</u>
Washington:	
Field:	
	\$12 (10 days)
	\$10 (thereafter)

Mileage Allowances

The maximum mileage allowances shown on Exhibit B, Part II, apply with no exceptions.

/s/ Donald A. Russell
Director, Internal Audit Division

LIAISON MATCHING FUND PROGRAM -
STATE DEPARTMENTS OF AGRICULTURE

Redelegation of Authorities

No redelegations are made of the authorities delegated in this Instruction.

LIAISON MATCHING FUND PROGRAM -
STATE DEPARTMENTS OF AGRICULTURE

Per Diem Allowances

\$12	(10 days)	\$9	(20 days)	\$7	(thereafter)
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Mileage Allowances

The maximum mileage allowances shown on Exhibit B, Part II, apply with no exceptions.

/s/ William C. Crow
Staff Officer
Liaison Matching Fund Program-
State Departments of Agriculture

LIVESTOCK DIVISION

Redelegation of Authorities

The authorities listed in Section VII of this Instruction are redelegated to the officials occupying or acting in the positions designated below. The redelegation for certain authorities is subject to exceptions and limitations cited in the Instruction, in this Exhibit, and in Exhibit A.

Washington:

Deputy Directors
Assistant to Director
Administrative Officer
Branch Chiefs
Administrative Assistants, Administrative Group

Field:

Area Supervisors - Market News Branch
National Technical Supervisors - Meat Grading Branch
Officers in Charge of various program activities in field
 offices of - Market News Branch
 - Meat Grading Branch
 - Standardization Branch
Veterinarians

Exception:

Redelegation to Administrative Assistants, Administrative Group, includes only the authority to:

Administratively approve travel vouchers (Section VII C).

Purchase necessary equipment, materials, and supplies (Section VII G).

Sign SF-52's, Requests for Personnel Action (Section VII I).

LIVESTOCK DIVISION

Per Diem Allowances

<u>Location</u>	<u>Rates</u>		
Washington:	\$12	(10 days)	\$9 (20 days) \$7 (thereafter)
Field:			

Exceptions:

An employee detailed to Washington, D. C., is authorized per diem at \$12 for the first 20 days and \$10 thereafter.

Per diem for GS-5 trainees detailed to a station shall be reduced to \$3 after 90 days and continue at that rate for the duration of the detail.

Mileage Allowances

The maximum mileage allowances shown on Exhibit B, Part II, apply except as follows:

When the use of a privately owned automobile is determined to be advantageous to the Government, eight cents per mile is authorized for the first 1,200 miles in any one month and six cents per mile for mileage in excess of 1,200 miles in any one month. This limitation does not apply to that mileage involved when two or more employees travel on official business in the same privately owned automobile.

/s/ David M. Pettus
Director, Livestock Division

MANAGEMENT DIVISIONS

Redelegation of Authorities

The authorities listed below are redelegated to the Administrative Officer of the division shown and to anyone acting in this position.

Administrative Services Division.

Purchase necessary equipment, materials, and supplies and incur other necessary station expenses (Section VII G).

Sign SF-52's, Requests for Personnel Action (Section VII I).

Budget and Finance Division.

Purchase necessary equipment, materials, and supplies and incur other necessary station expenses (Section VII G).

Personnel Division.

Administratively approve vouchers (Section VII C).

Purchase necessary equipment, materials, and supplies and incur other necessary station expenses (Section VII G).

MANAGEMENT DIVISIONS

Per Diem Allowances

<u>Division</u>	<u>Rates</u>		
Administrative Services:			
Budget and Finance:	\$12 (10 days)	\$9 (20 days)	\$7 (thereafter)
Personnel:			

Mileage Allowances

The maximum mileage allowances shown on Exhibit B, Part II, apply with no exceptions.

/s/ L. Kenneth Wright
Director, Administrative Services Division

/s/ Arthur J. Holmaas
Director, Budget and Finance Division

/s/ William C. Laxton
Director, Personnel Division

MARKETING INFORMATION DIVISION

Redelegation of Authorities

The authorities listed in Section VII of this Instruction are redelegated to the officials occupying or acting in the positions designated below. The redelegation for certain authorities is subject to limitations cited in the Instruction, in this Exhibit, and in Exhibit A.

Washington:

Administrative Officer
Branch Chiefs

Field:

Chiefs of Area Offices

Limitations:

Redelegation to Chiefs of Area Offices is subject to the following limitations:

Authority to authorize, direct, and approve official travel (Section VII A) is limited to travel within the limits of the continental United States.

Authority to sign SF-52's, Requests for Personnel Action (Section VII I), is limited to grades up to and including GS-9.

MARKETING INFORMATION DIVISION

Per Diem Allowances

<u>Location</u>	<u>Rates</u>
Washington:	\$12 (10 days) \$9 (20 days) \$7 (thereafter)
Field:	

Mileage Allowances

The maximum mileage allowances shown on Exhibit B, Part II, apply with no exceptions.

/s/ Franklin Thackrey
Director, Marketing Information Division

MARKET QUALITY RESEARCH DIVISION

Redelegation of Authorities

The authorities listed in Section VII of this Instruction are re-delegated to the officials occupying or acting in the positions designated below. The redelegation for certain authorities is subject to exceptions and limitations cited in the Instruction, in this Exhibit, and in Exhibit A.

Washington:

Deputy Director
Branch Chiefs
Administrative Officer

Field:

Field Station Leaders

Exception:

Authority to sign SF-52's, Requests for Personnel Action, involving separation of employees under their jurisdiction is redelegated to all Field Station Leaders except those at Watseka, Illinois; Presque Isle, Maine; E. Lansing, Michigan; and Raleigh, North Carolina.

MARKET QUALITY RESEARCH DIVISION

Per Diem Allowances

<u>Location</u>	<u>Rates</u>		
Washington:	\$12 (10 days)	\$9 (20 days)	\$7 (thereafter)
Field:			

Mileage Allowances

The maximum mileage allowances shown on Exhibit B, Part II, apply with no exceptions.

/s/ William T. Pentzer
Director, Market Quality Research Division

OFFICE OF THE ADMINISTRATOR

Redelegation of Authorities

No redelegations are made of the authorities delegated in this Instruction.

AMS INSTRUCTION 106-2
EXHIBIT C-12

OFFICE OF THE ADMINISTRATOR

Per Diem Allowances

\$12 (10 days) \$9 (20 days) \$7 (thereafter)

Mileage Allowances

The maximum mileage allowances shown on Exhibit B, Part II, apply with no exceptions.

/s/ Roy W. Lennartson
Acting Administrator

PACKERS AND STOCKYARDS DIVISION

Redelegation of Authorities

The authorities listed in Section VII of this Instruction are redelegated to the officials occupying or acting in the positions designated below. The redelegation for certain authorities is subject to exceptions and limitations cited in the Instruction, in this Exhibit, and in Exhibit A.

Washington:

Deputy Directors
Assistant to the Director
Administrative Officer
Branch Chiefs
Administrative Assistant, Administrative Group

Field:

Area Supervisors
District Supervisors
Officer in Charge - Engineering Office, Kansas City, Missouri

Exception:

Redelegation to the Administrative Assistant, Administrative Group, includes only the authority to:

Administratively approve travel vouchers (Section VII C).
Purchase necessary equipment, materials, and supplies (Section VII G).
Sign SF-52's, Requests for Personnel Action (Section VII I).

PACKERS AND STOCKYARDS DIVISION

Per Diem Allowances

<u>Location</u>	<u>Rates</u>		
Washington:	\$12 (10 days)	\$9 (20 days)	\$7 (thereafter)
Field:			

Exception:

An employee detailed to Washington, D. C., is authorized per diem at \$12 for the first 20 days and \$10 thereafter.

Mileage Allowances

The maximum mileage allowances shown on Exhibit B, Part II, apply with no exceptions.

/s/ Howard J. Doggett
Director, Packers and Stockyards Division

POULTRY DIVISION

Redelegation of Authorities

The authorities listed in Section VII of this Instruction are redelegated to the officials occupying or acting in the positions designated below. The redelegation for certain authorities is subject to limitations cited in the Instruction in this Exhibit, and in Exhibit A.

Washington:

Deputy Director
Assistant to Director
Administrative Officer

Field:

Area Supervisors - Inspection Branch
- Grading Branch

Redelegations below the level of Area Supervisors are set forth in PY Instruction 106-1.

POULTRY DIVISION

Per Diem Allowances

Location

Rates

Washington: \$12 (10 days) \$9 (20 days) \$7 (thereafter)

Field:

Inspection and grading personnel above plant level:

 \$12 (10 days) \$9 (20 days) \$7 (thereafter)

Graders assigned temporarily to Chicago or New York:

 \$12 (30 days) \$9 (thereafter)

Other: Terminal Market Graders in GS Positions SJ 72 and SJ 73
when performing duty in resident plants

Resident Graders (NACC)

Resident Inspectors

Seasonal Inspectors traveling under P.L. 85-979

 \$10 (10 days) \$7 (thereafter)

Mileage Allowances

The maximum mileage allowances shown on Exhibit B, Part II, apply with no exceptions.

/s/ H. I. Miller
Director, Poultry Division

SPECIAL SERVICES DIVISION

Redelegation of Authorities

The authorities listed in Section VII of this Instruction are redelegated to the officials occupying or acting in the positions designated below. The redelegation for certain authorities is subject to exceptions and limitations cited in the Instruction, in this Exhibit, and in Exhibit A.

Washington:

Assistant to Director
Branch Chiefs
Administrative Officer

Field:

Officers in Charge of Field Offices - U. S. Warehouse Act Branch

Exceptions and Limitations:

Redelegation to Branch Chiefs includes only the authority to administratively approve travel vouchers (Section VII C 1).

Redelegation to Officers in Charge of Field Offices is subject to the following limitations:

Authority to sign SF-52's, Requests for Personnel Action (Section VII I), is limited to personnel actions for field Personnel up to and including GS-4.

Authority to effect temporary appointments under the L/A employment procedure (Section VII H) is limited to hiring emergency temporary clerical personnel.

Authority to order or approve occasional and irregular overtime (Section VII K) is limited to approval of overtime performed by warehouse examiners in travel status on Saturdays, provided the Officer in Charge is satisfied the work can be satisfactorily performed on Saturday, and compensatory time is claimed only for hours actually worked and not for travel time outside regular hours of duty. All other overtime is subject to prior approval of the Director.

SPECIAL SERVICES DIVISION

Per Diem Allowances

<u>Location</u>	<u>Rates</u>		
Washington:	\$12 (10 days)	\$9 (20 days)	\$7 (30 days)
Field:	\$10 (10 days)	\$9 (20 days)	\$7 (30 days)

Exceptions:

General

No per diem is allowable after 60 days at any one place at any one time unless specifically authorized by the division director or administrative officer.

Freight rate analysts attending freight rate hearings, held either by a Government agency or a regulatory body other than a Government agency, are authorized per diem at the rate of \$12 for the entire period of travel.

Field

Maximum rates prescribed by AMS may be allowed when the purpose of the travel is attendance at meetings and workshops, or to perform duty at Washington, D. C.

At St. Louis, Mo.; Kansas City, Mo.; Chicago, Ill.; Buffalo, N. Y.; Ft. Worth, Tex.; and Toledo, Ohio, per diem is authorized at the rate of \$10 for the first 30 days and at a rate of \$7 for the next 30 days.

Collaborators serving without compensation are authorized the same per diem allowance as regular employees.

Mileage Allowances

The maximum mileage allowances shown on Exhibit B, Part II, apply except as follows:

Field employees shall be allowed mileage at the rate of 7¢ when use of privately owned automobile is advantageous to the Government.

/s/ George A. Dice
Director, Special Services Division

TOBACCO DIVISION

Redelegation of Authorities

The authorities listed in Section VII of this Instruction are redelegated to the officials occupying or acting in the positions designated below. The redelegation for certain authorities is subject to exceptions and limitations cited in the Instruction, in division memoranda, in this Exhibit, and in Exhibit A.

Washington:

Deputy Director
Branch Chiefs
Administrative Officer
Administrative Assistants, Administrative Office

Field:

District Supervisors
Officer in Charge - Market News, Savannah, Georgia
Area Supervisors
Administrative Assistants

Exceptions and Limitations:

Redelegation to Administrative Assistants, Administrative Office, includes only the authority to purchase necessary equipment, materials, and supplies (Section VII G).

Redelegation to District Supervisors and to the Officer in Charge - Market News, Savannah, Georgia, is subject to the following limitations:

Authority to authorize, direct, and approve official travel (Section VII A) is limited to travel within the limits of the continental United States.

(over)

Exceptions and Limitations - Continued

Authority to purchase necessary equipment, materials, and supplies (Section VII G) is limited to orders up to \$100. Orders in excess of \$100 must be approved by the Administrative Officer.

Authority to sign SF-52's, Requests for Personnel Action (Section VII I), is limited to personnel actions for grades up to and including GS-9.

Redelegation to Area Supervisors includes only the authorities listed below, subject to the limitation stated:

Authorize, direct, and approve official travel (Section VII A), limited to travel within the limits of the continental United States.

Administratively approve vouchers (Section VII C).

Redelegation to Administrative Assistants, Field, includes only the authorities listed below, subject to the limitations stated:

Purchase necessary equipment, materials, and supplies (Section VII G) up to \$100. Orders in excess of \$100 must be approved by the Administrative Officer.

Effect temporary appointments under the L/A employment procedure (Section VII H).

Sign SF-52's, Requests for Personnel Action (Section VII I), limited to personnel actions for grades up to and including GS-9.

TOBACCO DIVISION

Per Diem Allowances

<u>Location</u>	<u>Rates</u>
Washington:	\$12 (10 days) \$9 (20 days) \$7 (thereafter)
Field:	\$10 (10 days) \$7 (thereafter)

Exceptions:

Field

Regular tobacco inspectors and graders are authorized per diem at the rate of \$12 per day while traveling between official station and Washington, D. C., and while at Washington, D. C.

Temporary and seasonal inspectors and graders traveling under P.L. 85-979 are authorized per diem at the following rates, subject to the provisions of Tobacco Division Memorandum No. 3 dated May 24, 1960:

- 1 Travel within their home belts: \$7 per day.
- 2 Travel outside their home belts: \$10 per day for the first 10 days and \$7 per day thereafter.
- 3 Travel when returning to their home belts: \$10 per day while traveling to the home belt and \$7 per day for travel within the home belt.

Naval Stores Inspectors, when traveling for 24 hours or less, are authorized per diem at the rate of \$7.

Mileage Allowances

The maximum allowances shown on Exhibit B Part II, apply except as provided in Tobacco Division Memorandum No. 3 dated May 24, 1960.

/s/ Stephen E. Wrather
Director, Tobacco Division

TRANSPORTATION AND FACILITIES RESEARCH DIVISION

Redelegation of Authorities

The authorities listed in Section VII of this Instruction are redelegated to the officials occupying or acting in the positions designated below. The redelegation for certain authorities is subject to exceptions and limitations cited in the Instruction, in this Exhibit, and in Exhibit A.

Washington:

Deputy Director
Administrative Officer

Field:

Field Station Leaders - Handling and Facilities Research Branch
- Transportation Research Branch
- Wholesaling and Retailing Research Branch

Exceptions and Limitations:

Authority to sign SF-52's, Requests for Personnel Action (Section VII I), is redelegated only to the Administrative Officer, except as indicated below.

Redelegation to the Field Station Leaders indicated includes only the authorities listed below, subject to the limitations stated:

Authorize, direct, and approve official travel (Section VII A), within travel territories defined by the Division. Travel outside defined territories is subject to prior approval of the Division Director on Form AD-200, Request for Travel authorization or Amendment, submitted in duplicate through the Branch Chief.

Administratively approve vouchers (Section VII C).

Approve applications for advances of fund (Section VII D).

Purchase necessary equipment, materials, and supplies (Section VII G), limited to orders totaling less than \$100. Requisitions totaling \$100 or more must be submitted through the Branch Chief for approval by the Division Director.

Sign SF-52's (Section VII I), limited to actions involving separation of employees under their jurisdiction.

TRANSPORTATION AND FACILITIES RESEARCH DIVISION

Per Diem Allowances

<u>Location</u>	<u>Rates</u>
Washington:	
Field:	\$12 (10 days) \$9 (20 days) \$7 (thereafter)

Mileage and Allowances

The maximum mileage allowances shown on Exhibit B, Part II, apply with no exceptions.

/s/ William C. Crow
Transportation and Facilities Research Division

FRUIT AND VEGETABLE DIVISION

Redelegation of Authorities

The authorities listed in Section VII of this Instruction are redelegated to the officials occupying or acting in the positions designated below. Redelegations to certain officials are subject to the exceptions and limitations indicated in this Exhibit. Redelegations for certain authorities are subject to the limitations cited in the Instruction and in Exhibit A.

Washington:

Administrative Officer

Field

The Director, subject to Divisional Delegations and Divisional and Branch Instructions, delegates the following to field offices. These redelegations are also subject to the limitations cited in the Instruction and in Exhibit A.

District Supervisors: Fresh Products Standardization and Inspection Branch
 Processed Products Standardization and Inspection Branch

- 1 Authorize, direct, and approve official travel.
- 2 Purchase necessary equipment and supplies and incur other necessary station expenses.
- 3 Effect temporary appointments under the L/A employment procedure.
- 4 Sign SF-52's, Requests for Personnel Action.
- 5 Order or approve occasional and irregular overtime and holiday work.

Officers-in-Charge, Terminal Markets, Fresh Products Standardization and Inspection Branches

- 1 Purchase necessary supplies and incur other necessary station expenses.
- 2 Order or approve occasional and irregular overtime and holiday work.

(more)

Officers-in-Charge, Shipping Point, Fresh Products Standardization and Inspection Branch

Purchase necessary supplies and incur other necessary station expenses.

Officers-in-Charge, Area Offices, Processed Products Standardization and Inspection Branch

- 1 Authorize, direct, and approve official travel.
- 2 Purchase necessary supplies and incur other necessary station expenses.
- 3 Order or approve occasional and irregular overtime and holiday work.

Officers-in-Charge, Market News and Regulatory Field Offices

- 1 Authorize, direct, and approve official travel.
- 2 Purchase necessary equipment and supplies and incur other necessary station expenses.
- 3 Effect temporary appointments under the L/A employment procedure.

Officers-in-Charge, Marketing Field Offices

- 1 Authorize, direct, and approve official travel.
- 2 Purchase necessary equipment and supplies and incur other necessary station expenses.
- 3 Effect temporary appointments under the L/A employment procedure.
- 4 Sign SF-52's, Requests for Personnel Actions.

These delegations supplement but do not supersede present Divisional Delegations.

FRUIT AND VEGETABLE DIVISION

Per Diem Allowances

<u>Location</u>	<u>Rates</u>		
Washington:	\$12 (10 days)	\$9 (20 days)	\$7 (30 days)
Field:			

Exceptions:

General

No per diem is allowed after 60 days at any one place at any one time, unless specifically authorized by the division director or administrative officer.

Processed Products Standardization and Inspection Branch

Generally, inspectors are authorized per diem only while traveling, and for the first 20 days at any one place at any one time, at the rate of \$12 for the first 10 days and at the rate of \$5 for the next 10 days.

Mileage Allowances

The maximum mileage allowances shown on Exhibit C, Part II, apply except as follows:

Processed Products Standardization and Inspection Branch

Six cents per mile is authorized an employee traveling alone from one point of temporary duty to another point of temporary duty, when the use of a privately owned automobile is determined to be advantageous to the Government. (Per diem for such travel is allowed on the basis of reasonable driving time.)

/s/ Floyd F. Hedlund
Acting Director, Fruit and Vegetable Division

Journal of Management Studies, 19(6), 701-718.

ACTION BY: All Divisions and Offices

General Authorization

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ACTION BY: All Divisions and Offices

General Authorization

I PURPOSE

This Instruction:

- A Constitutes the delegation of authority within AMS for (1) authorizing and approving travel and the incurrence of necessary travel and station expenses, and (2) certain other administrative authorities necessary for carrying out the authorized programs and activities of AMS;
- B Sets forth AMS policy with regard to authorities delegated;
- C Prescribes the extent of delegated authority; and
- D Sets forth the responsibilities of officials to whom authority is delegated and of travelers.

II EFFECTIVE DATE

The provisions of this Instruction are effective July 1, 1961, and remain in effect through June 30, 1962.

III POLICY

The policy of AMS is to authorize or approve official travel and to exercise procurement, employment, and other authorities delegated herein only to the extent necessary for the effective administration or furtherance of its authorized programs. The authorities listed herein may be exercised only by an official designated herein or by an official to whom such authority has been redelegated. Redelegations are subject to the limitations prescribed herein.

AMS INSTRUCTION 106-2

IV TRAVEL AUTHORIZATION AND MAXIMUM PER DIEM AND MILEAGE ALLOWANCES

A Exhibit A, attached, constitutes the Travel Authorization under which travel in AMS, except that requiring issuance of a trip authorization (See AMS Instruction 467-2, Preparing, Numbering, and Distributing Travel Authorizations), will be performed.

B Exhibit B, attached, sets forth the maximum per diem and mileage allowances prescribed for travel within AMS.

V AUTHORITIES DELEGATED

A Authority of the Administrator.

1 The Secretary of Agriculture has assigned to AMS various functions necessary to carry out authorized programs of the Department. The Administrator, as head of the agency, is delegated the authorities incident to carrying out the assigned functions, except where certain authorizations or approvals above AMS levels are required (see Section VIII). Except for certain authorities delegated only to himself, the Administrator may delegate his authority to his subordinates and authorize redelegation of such authority to the extent necessary for good administration.

2 The authorities listed below are delegated only to the Administrator. They may not be redelegated, but in the absence of the Administrator may be exercised by the Acting Administrator.

a Approval of superior accommodations for security purposes when a standard lower berth is available, and

b Approval of allowances for per diem in lieu of subsistence or actual subsistence expenses for periods of illness while in travel status in excess of 14 calendar days (including fractional days).

3 The authorities listed below are delegated only to the Administrator and to the Assistant Administrator for Management.

a Approval of attendance at national meetings, and

(V A 3)

b Authorization to attend meetings of international organizations or groups, held in the United States or elsewhere, foreign meetings, and other foreign travel.

B Delegation of Authority. The officials occupying or acting in the positions designated below are delegated the authorities listed in Section VII.

- 1 Deputy Administrators
- 2 Assistant Administrators
- 3 Division Directors and Heads of Staff Offices

C Redelegation of Authority. The officials listed in Section V B above are authorized to redelegate to their subordinates the authorities listed in Section VII. Authorities so delegated may, in turn, be redelegated by officials at the division level (Deputy Directors, Assistant Directors, Assistants to Directors, and Administrative Officers of National Offices), unless redelegation by such official is specifically excluded in Exhibit C, attached.

D Instrument of Redelegation. Exhibit C is the instrument through which redelegation of authority shall be accomplished.

1 Division Directors have redelegated the authorities listed in Section VII to the officials designated in Exhibit C.

2 Redelegations to officials other than those listed in Exhibit C shall be made as supplements to Exhibit C. Requests for issuance of supplements shall be submitted to the Budget and Finance (BF) Division. Such redelegations shall be made to the highest level consistent with good management.

VI AUTHORITIES NOT INCLUDED IN THIS INSTRUCTION

If authorities not included in this Instruction are to be delegated, such delegations shall be made in writing and copies furnished the BF Division and the appropriate Area Administrative (AA) Division(s).

VII EXTENT OF DELEGATED AUTHORITY

Unless otherwise indicated below, officials listed in Section V B and Exhibit C of this Instruction and others to whom authority is redelegated may:

A Authorize, direct, and approve official travel and the incurrence of necessary travel expenses for themselves and the employees under their supervision, in accordance with the provisions of the Standardized Government Travel Regulations and applicable AMS Instructions, including those covered by Exhibits A and B, attached.

B Establish and adjust per diem and mileage allowances within the maximum limitations prescribed in AMS Instruction 467-3, Per Diem in Lieu of Subsistence Expenses, and AMS Instruction 467-6, Mileage Allowances for Use of Privately Owned Vehicles, respectively. Exhibit B, AMS Maximum Per Diem and Mileage Allowances, attached, sets forth prescribed maximum allowances for travel in AMS and for specific divisions. Only the officials listed in Section V B are authorized to establish and adjust travel allowances within the maximums prescribed in the cited Instructions and attached Exhibit. Where allowances prescribed in AMS Instructions are mandatory, no adjustment may be made. When it has been determined that allowances should be adjusted, the authorized official shall take action as follows:

1 When the adjustment applies to a specific trip, he shall issue a notice to the affected employee and transmit a copy to the employee's supervisor, as well as to the appropriate AA Division.

2 When the adjustment is for general application, affecting all employees of the division, all employees at specific locations, all travel to certain areas, etc., he shall notify the Director of the BF Division in writing that he wishes to amend the division's Exhibit to this Instruction to reflect the adjusted allowances.

C Administratively approve vouchers in accordance with the following:

1 The authority to administratively approve travel vouchers is inherent in the authority to authorize and approve travel. Redlegation is subject to the limitations contained in Section V C and may be made only to employees who are in a position to determine the facts relative to the travel (see Section XI below).

(VII C)

2 The authority to administratively approve all other vouchers is inherent in the authority to incur station expenses. Redelelegation is subject to the limitations contained in Section V C.

D Approve applications for advances of funds to employees for travel and transportation and for payment of training expenses under Public Law 85-507, Government Employees Training Act, subject to the provisions of AMS Instruction 461-1, Advances of Funds and Covering Surety Bonds. This authority may be redelegated only to an official to whom authority to authorize and approve travel is also redelegated.

E Approve attendance at domestic meetings (other than National) outside the Department, within the limitations prescribed in AMS Instruction 112-1, Attendance at Meetings Outside the Department. This authority may be exercised only by the officials designated in the cited Instruction.

F Approve expenses of training of employees selected for training under Public Law 85-507, when such expenses are authorized on approved Form AD-231, Request and Authorization for Training Under P. L. 85-507.

G Purchase necessary equipment, materials, and supplies and incur other necessary station expenses, within the limitations prescribed in AMS procurement instructions and applicable division instructions.

H Effect temporary appointments under the L/A employment procedure, subject to the provisions and limitations of AMS Instruction 323-1, Employment Under Letters of Authorization, and applicable division instructions. This authority is not delegated to officials who have been delegated formal employment authority nor is this authority granted to officials in the metropolitan areas of Washington, D. C.; Chicago, Ill.; and San Francisco, Calif.

I Sign SF-52's, Requests for Personnel Action, affecting positions and employees under the official's supervision, within the limitations prescribed in AMS Instruction 333-1, Requests for Personnel Action, and applicable division instructions.

AMS INSTRUCTION 106-2

(VII)

J Determine the need for filling vacancies and approve those that are considered necessary to carry out assigned programs. This authority is delegated only to division directors and heads of staff offices (or those acting in these positions) and may not be redelegated.

K Order or approve occasional and irregular overtime, subject to the limitations prescribed in AMS Instruction 445-2, Overtime, and applicable division instructions.

L Order or approve holiday work, subject to the limitations prescribed in AMS Instruction 445-4, Holiday Compensation, and applicable division instructions.

VIII AUTHORIZATIONS AND APPROVALS ABOVE AMS LEVEL

A General. Except with respect to authority reserved to the Administrator (Section V A 2), the Assistant Administrator for Management is authorized to endorse requests for travel authority required beyond the range of authority vested in officers of AMS, and to obtain clearances and approvals from Departmental or other officials.

B Approval of the Secretary. Prior approval of the Secretary must be obtained for establishment of any period of service different from the 2-year period, prescribed by the Department, which an individual must serve outside the continental United States before he is entitled to return expenses for authorized leave or for separation.

C Approval of the Group Head, Office of the Secretary.

1 Prior approval of the Group Head, Office of the Secretary, must be obtained on Form AD-179, Request for Approval to Perform Foreign Travel or Attend Meeting, for (a) attendance at meetings of international or foreign organizations and groups, whether held in this country or elsewhere; (b) attendance at any other meeting held in a foreign country except routine "workshop" meetings of the Department or discussions of cooperative program operations by Departmental personnel with Canadian or Mexican officials in their respective countries; and (c) other foreign travel, except as listed in Exhibit A of this Instruction.

(VIII C)

2 Post approval of the Group Head, Office of the Secretary, must be obtained on vouchers covering foreign travel when (a) prior approval was not obtained as required in paragraph A above, or (b) such approval did not cover all foreign travel performed.

D Concurrence of the Director of Finance. Concurrence of the Director of Finance is required on:

1 Travel authorizations (Form AD-202) for (a) travel by private persons (non-Government employees)^{1/}, except members of advisory committees established by the Secretary under the authority of the Research and Marketing Act of 1946, when the travel is for attending committee meetings; and (b) travel (except that of the Administrator) which provides for allowance of actual subsistence expenses.

2 Form AD-179, when approval by the Group Head, Office of the Secretary, is required.

3 Travel vouchers (a) requiring post approval of the Group Head, Office of the Secretary; and (b) for persons other than Government officers and employees and for reimbursement to travelers for actual subsistence expenses, when prior concurrence was not obtained.

4 Memorandum request for any other travel where the financial arrangements involve payment of all or part of the traveling expenses from funds from non-Federal sources.

IX RESPONSIBILITIES OF OFFICIALS TO WHOM AUTHORITY IS DELEGATED

Officials to whom authority is delegated herein and those to whom authority is redelegated are responsible for:

^{1/} Annuitant collaborators without appointments do not have employee status and are classed as private persons.

AMS INSTRUCTION 106-2

(IX)

A Authorizing incurrence of expenses in connection with authorities herein delegated within the limit of authority granted and funds available.

B Complying with all procedures, provisions, and limitations contained in AMS Instructions governing exercise of authorities delegated herein.

C Complying with the policy of AMS in determining whether travel is necessary to, or will further, the authorized programs of AMS.

D Restricting travel to the geographical and jurisdictional areas required for proper administration of programs.

E Establishing equitable per diem and mileage rates within prescribed maximum rates, considering pertinent factors which bear on a fair and equitable allowance from the standpoint of both the traveler and the Government. Officials other than those listed in Section V B are not authorized to establish or adjust allowances within the prescribed maximums (see Section VII B). However, they are responsible for advising their superiors of conditions or circumstances affecting travel costs, so that consideration may be given to appropriate adjustment (increase or decrease) of rates.

F Prescribing use of less than first-class air accommodations (air coach, tourist, etc.) whenever available and adequate to meet the reasonable needs of the program and the traveler.

G Initiating action to have employees repay advances of funds when travel is not contemplated within 60 days and to reduce advances which appear to be in excess of employees' needs.

H Ascertaining whether the official station should be changed or the authorized per diem allowance adjusted when the traveler's assignment continues more than two months at a temporary duty station.

I Ascertaining, prior to the certification of Form AMS-276, Time and Attendance Report, that overtime reported was actually performed.

X RESPONSIBILITIES OF TRAVELERS

Employees traveling on official business are responsible for:

A Planning itineraries that will accomplish the purpose of the travel with the minimum of time and expense;

B Traveling by direct, usually traveled routes;

C Exercising the same care in selecting classes and modes of travel that a prudent person would use if traveling on personal business; for air travel, utilizing the lowest class accommodations that are available and adequate;

D Scheduling hours of departure and arrival that will permit the most efficient transaction of official business; and

E Incurring only those expenses that are essential to the transaction of official business.

XI ADMINISTRATIVE APPROVAL OF VOUCHERS

The administrative approval of a voucher indicates that a review has been made in accordance with the requirements listed in AMS Instruction 402-2, Responsibilities of Approving Officers, and that unless otherwise noted, payment is recommended subject to specific provisions of governing laws, regulations, and AMS Instructions.

A Travel Vouchers.

1 Form of Approval. Administrative approval of travel vouchers shall be indicated by the signature (not initials) and the working title of the approving officer (division director, administrative officer, officer in charge, etc.) in the space provided on the face of the travel voucher. Where the traveler and the approving officer are the same, the showing of his working title beneath his signature in the payee certification block on the travel voucher will meet the requirements of this Section.

(XI A)

2 Approving Officers.

a Expenses Incurred Under Prior Authority.

When a voucher covers travel expenses all items of which are incurred under this or other prior authority (AD-202), the approving officer may be (1) an official having authority to authorize or approve travel, or (2) an official to whom authority has been delegated to administratively approve travel vouchers as distinguished from authority to authorize or approve travel (see Section VII C above).

b Expenses Incurred Without Prior Authority.

When travel is performed that is not covered by this or other prior authority, the travel voucher must be approved by an officer having authority to authorize or approve the particular travel. When certain items of reimbursable expenses are incurred which are not covered by the authorization, the voucher must be approved by an officer who has authority to authorize and approve the particular expense. In such cases the following or a similar statement shall be inserted above the signature of the approving officer:

"The travel (or items of expense) not previously authorized is (are) hereby approved."

It is not necessary to issue or amend an authorization subsequent to the incurrence of expenses, since approval of the voucher constitutes the required authority.

c Required Specific Approvals. The administrative approval of the travel voucher does not cover approval of the following expenses, even though authorized herein when determined to be advantageous to the Government (see Exhibit A): (1) use of extra-fare trains and planes; (2) use of special conveyances; (3) use of toll roads when such roads are not

(XI A 2 c)

the usually traveled routes; and (4) incurrence of taxi fares, or round-trip mileage at ten cents per mile for use of a privately owned automobile in lieu of a taxi, between home, place of business, or other point of departure or arrival, and terminal in excess of allowable taxi fare plus tip (\$6.60). Approval of these expenses must be in the form of a signed statement of approval by an official designated in Section V B or Exhibit C. (When authority for incurrence of these expenses is included on AD-202, specific approval is not required.)

B Other (Miscellaneous) Vouchers. Administrative approval of other (miscellaneous) vouchers shall be indicated by the signature (not initials) and working title of the approving official shown on the voucher or invoice.

XII POST REVIEW OF TRAVEL VOUCHERS

A In order to maintain adequate administrative control, heads of field offices who report directly to division directors, branch chiefs, or section heads in Washington, D. C., shall forward to the appropriate administrative official a copy of their travel vouchers for review on a post-payment basis. The close working relationship between officials listed in Section V B, as well as other National office officials listed in Exhibit C, and their immediate supervisors makes submission and review of copies of travel vouchers of such officials unnecessary.

B The appropriate officials shall review the copies of the vouchers at least quarterly to determine that the travel was warranted and necessary in carrying out the responsibilities of the positions involved. After review, the copies of vouchers shall be retained in the files of the reviewing officers for one year from the month in which they were received.

AMS INSTRUCTION 106-2

XIII AUTHORITY TO BE CITED ON TRAVEL VOUCHERS

This Instruction constitutes the authorization under which all travel within the limits designated herein, shall be performed. When travel is performed under this authorization, cite on the travel voucher "AMS Inst. 106-2" and " (date)^{2/} " as the authority and date under which reimbursement is claimed. When travel is performed under Form AD-202, or any other authorization, cite that authorization as the authority.



Roy W. Lennartson
Acting Administrator

Attachments

2/ This will always be the current date of AMS Instruction 106-2

Travel Authorization

The officials designated in Section V B and on Exhibit C of this Instruction and those to whom authority is redelegated are authorized (1) to travel and incur necessary expenses of travel, and (2) to direct the travel and incurrence of necessary travel expenses on the part of their assistants, in accordance with the provisions of the Standardized Government Travel Regulations and applicable AMS Instructions (including the items listed below). Assistants of the designated officials are authorized to travel and to incur necessary travel expenses as directed by such officials.

1 Travel Territory:

- a Within the limits of the continental United States.^{1/}
- b Beyond the limits of the continental United States in the following cases:

(1) To, from, and within Canada or Mexico when the travel (a) relates to established programs of mutual interest; (b) is directly related to attendance at common interest meetings; or (c) is routine or incidental in nature, such as travel of employees stationed in the continental United States or Alaska in areas adjacent to Canada or Mexico who are required to cross foreign borders in the normal course of their work or in the use of usually traveled routes between points within the continental United States or Alaska.

(2) Between the continental United States and the States of Alaska and Hawaii and the possessions; and within and between the States of Alaska and Hawaii and the possessions.

^{1/} Continental United States in this Instruction means the former 48 States and the District of Columbia.

AMS INSTRUCTION 106-2
EXHIBIT A

(1 b)

(3) To, from, and within foreign areas adjacent to Puerto Rico or the Virgin Islands, when required in the normal course of work of employees stationed in these possessions.

(4) Within the country or countries of assignment of employees stationed outside the United States.

2 Per diem and mileage allowances, as prescribed in Exhibit C.

3 Travel to attend meetings if attendance has been approved in accordance with AMS Instruction 112-1.

4 Travel and transportation expenses incident to change of official station in accordance with AMS Instruction 460-1, Travel and Transportation of Transferred Employees, and Certain New Appointees, Their Immediate Families, Household Goods, and Personal Effects and House Trailers.^{2/} This authority is not herein granted to branch chiefs or heads of field offices (even though such officials are listed in Exhibit C), unless specific redelegation of this authority is made by an official listed in Section V B of this Instruction. If redelegation of this authority is not specifically indicated in Exhibit C, it must be made by a supplement to that Exhibit.

5 Travel and transportation expenses allowable under Public Law 86-587, for persons appointed, and student trainees when promoted upon completion of college work, to positions in the United States in which the Civil Service Commission determines a manpower shortage exists, subject to the provisions of AMS Instruction 460-3, Payment of Travel and Transportation Expenses Under Public Law 86-587.^{2/} This authority is not granted to branch chiefs or heads of field offices (even though such officials are listed in Exhibit C, nor can it be redelegated.

6 Travel of persons appointed under Section 12 of the Department of Agriculture Organic Act of 1956, Public Law 85-979, for temporary or seasonal services in the inspection, classing, or grading of

^{2/} Form AD-202, Authorization - Travel, is required.

(6)

agricultural commodities, subject to limitations contained in AMS Instruction 467-5, Payment of Travel Expenses of Personnel Appointed for Temporary or Seasonal Service in Inspection, Classing, or Grading Agricultural Commodities, and applicable division instructions.

7 Travel by AMS employees in connection with work for which they are detailed or loaned to another Government agency. (Such travel may be authorized by the agency to which the employee is detailed or loaned.)

8 Travel by privately owned automobile. (See Exhibit B.)

9 Use of extra-fare planes and trains when such transportation is determined to be advantageous to the Government.

10 Use of special conveyances when such transportation is determined to be advantageous to the Government.

11 Use of toll roads when their use is determined to be advantageous to the Government.

12 Incurrence of taxi fares, in excess of allowable fare plus tip (\$6.60), or round-trip mileage at ten cents per mile for use of a privately owned automobile in lieu of a taxi, between home, place of business, or other point of departure or arrival, and terminal, when incurrence of the additional expense is determined to be advantageous to the Government.

13 Per diem (or actual subsistence expenses when provided in the traveler's authorization) not to exceed 14 calendar days (including fractional days) in any one period of absence from duty due to illness or injury not due to his own misconduct.

14 Hire of necessary stenographic, typing, clerical, and other services necessary for the conduct of official business while in travel status, subject to the limitations contained in AMS Instruction 242-1, Local Purchases (Section IX).

AMS INSTRUCTION 106-2
EXHIBIT A

15 Miscellaneous expenses necessarily incurred in connection with official travel.

16 Miscellaneous travel expenses within the limits of the official station, including mileage for the use of privately owned vehicles and the use of taxicabs for local official business when such transportation is determined to be advantageous to the Government.

AMS Maximum Per Diem and Mileage Allowances

Part I - Per Diem

A Maximum Per Diem Allowances.

The following per diem allowances are the maximum allowances prescribed for travel within AMS. These allowances shall apply except (1) where AMS Instruction 467-3 (Section V) prescribes a mandatory rate of per diem or provides special per diem allowances for certain individuals; (2) where an official listed in Section V B of this Instruction has prescribed lesser rates; or (3) where adjustments or waivers affecting individual divisions have been authorized, as provided in AMS Instruction 467-3, Section V A 2.

1 Within the Continental United States.^{1/}

a Per diem at the rate of \$12 per day while traveling and for the first 10 calendar days at any one place at any one time, beginning with the first full calendar day after arrival; \$9 per day for the next 20 days; and \$7 per day thereafter.

b Per diem at the rate of \$12 for travel of 24 hours or less, computed in accordance with the provisions of AMS Instruction 467-3.

2 Outside the Continental United States.

a Per diem for travel within a locality beyond the limits of the continental United States not to exceed the maximum rates prescribed by the Director of the Bureau of the Budget.

^{1/} Continental United States in this Instruction means the former 48 States and the District of Columbia.

AMS INSTRUCTION 106-2
EXHIBIT B

(Part I - A 2)

b Per diem for travel between the continental United States and a locality beyond or between such localities in accordance with the provisions of the Standardized Government Travel Regulations (Section 6.2c).

B Per Diem Allowances Authorized by Divisions and Staff Offices.

1 The per diem allowances authorized by individual AMS divisions and staff offices are shown in a series of numbered Exhibits C. The numbered Exhibits are prepared for individual divisions or staff offices and are distributed according to need.

2 The per diem allowances are those authorized while traveling and for the period of travel at any one place at any one time. Unless otherwise provided, per diem while traveling, as well as per diem for travel of 24 hours or less, is authorized at the same rate authorized for the initial period at any one place at any one time. The number of calendar days at each rate is indicated, except where no specific limitation is prescribed. As used herein, the term "Washington" is applicable to National office employees; the term "Field" is applicable to all employees other than National office employees.

Part II - Mileage

A Maximum Mileage Allowances.

The following mileage allowances are the maximum allowances prescribed for travel within AMS. These allowances shall apply except where an official listed in Section V B of this Instruction has prescribed lesser allowances (as indicated in the numbered Exhibit C for the applicable division or staff office). The rates shown in subparagraphs 1 c and d below are mandatory and may not be adjusted.

1 Within the Continental United States.

a Eight cents per mile for travel by privately owned automobile when such mode of transportation is determined to be advantageous to the Government.

(Part II - A 1)

b Five and one-half cents per mile for travel by privately owned automobile when the traveler prefers to use his own automobile in lieu of common carrier. This rate is in lieu of all other transportation costs, including ferry fares and road, bridge, and tunnel tolls. (Per diem for such travel shall be allowed on the basis of time required by common carrier (train), and annual leave shall be charged for travel time during normal working hours in excess of that which would have been required had travel been performed by common carrier.)

c Ten cents per mile for the round-trip mileage of a privately owned automobile used in lieu of a taxi between home, place of business, or other point of departure or arrival, and a terminal, not in excess of allowable taxi fare plus tip (\$6.60). An amount in excess of \$6.60 may be approved when advantageous to the Government (see Section XI A 2 c of this Instruction).

d Ten cents per mile for use of a privately owned automobile by a Government employee witness who is summoned to and attends a Department hearing.

2 Outside the Continental United States.

Ten cents per mile for travel by privately owned automobile when such mode of transportation is determined to be advantageous to the Government.

B Mileage Allowances Authorized by Divisions and Staff Offices.

The mileage allowances authorized by individual AMS divisions and staff offices are shown on numbered Exhibits C. Where divisions have prescribed exceptions to the maximum allowances, the exceptions are shown in the applicable division Exhibit.

(V A 3)

b Authorization to attend meetings of international organizations or groups, held in the United States or elsewhere, foreign meetings, and other foreign travel.

B Delegation of Authority. The officials occupying or acting in the positions designated below are delegated the authorities listed in Section VII.

*-1	Associate Administrator	*
2	Deputy Administrators	*
3	Division Directors (including the Director, Matching Fund Program)-*	*

C Redelegation of Authority. The officials listed in Section V B above are authorized to redelegate to their subordinates the authorities listed in Section VII. Authorities so delegated may, in turn, be redelegated by officials at the division level (Deputy Directors, Assistant Directors, Assistants to Directors, and Administrative Officers of National Offices), unless redelegation by such official is specifically excluded in Exhibit C, attached.

D Instrument of Redelegation. Exhibit C is the instrument through which redelegation of authority shall be accomplished.

1 Division Directors have redelegated the authorities listed in Section VII to the officials designated in Exhibit C.

2 Redelegations to officials other than those listed in Exhibit C shall be made as supplements to Exhibit C. Requests for issuance of supplements shall be submitted to the Budget and Finance (BF) Division. Such redelegations shall be made to the highest level consistent with good management.

VI AUTHORITIES NOT INCLUDED IN THIS INSTRUCTION

If authorities not included in this Instruction are to be delegated, such delegations shall be made in writing and copies furnished the BF Division and the appropriate Area Administrative (AA) Division(s).

VII EXTENT OF DELEGATED AUTHORITY

Unless otherwise indicated below, officials listed in Section V B and Exhibit C of this Instruction and others to whom authority is redelegated may:

A Authorize, direct, and approve official travel and the incurrence of necessary travel expenses for themselves and the employees under their supervision, in accordance with the provisions of the Standardized Government Travel Regulations and applicable AMS Instructions, including those covered by Exhibits A and B, attached.

* B *-Assign employees to the travel cost patterns prescribed in
* Exhibit B of this Instruction. This authority and the authority to
* transfer employees from one travel cost pattern to another when the
* general travel pattern is materially changed may be exercised only
* by an official listed in Section V B. Also, authority to place an
* employee in a different travel cost pattern on a trip basis when he
* travels, for purposes other than his routine duties, in a travel cost
* pattern other than the one in which he is assigned may be exercised
* only by those officials. Such travel shall be authorized on Form
* AD-202, Travel Authorization. Establishing exceptions to the rule
* for assignment to travel cost patterns in the case of unusual travel
* patterns which a Division Director determines do not fall within the
* established cost patterns is subject to approval by the Administrator.-*

C Administratively approve vouchers in accordance with the following:

1 The authority to administratively approve travel vouchers is inherent in the authority to authorize and approve travel. Redlegation is subject to the limitations contained in Section V C and may be made only to employees who are in a position to determine the facts relative to the travel (see Section XI below).

(VIII C)

2 Post approval of the Group Head, Office of the Secretary, must be obtained on vouchers covering foreign travel when (a) prior approval was not obtained as required in paragraph A above, or (b) such approval did not cover all foreign travel performed.

D Concurrence of the Director of Finance. Concurrence of the Director of Finance is required on:

1 Travel authorizations (Form AD-202) for (a) travel by private persons (non-Government employees)^{1/}, except members of advisory committees established by the Secretary under the authority of the Research and Marketing Act of 1946, when the travel is for attending committee meetings; and (b) travel (except that of the Administrator) which provides for allowance of actual subsistence expenses.

2 Form AD-179, when approval by the Group Head, Office of the Secretary, is required.

3 Travel vouchers (a) requiring post approval of the Group Head, Office of the Secretary; and (b) for persons other than Government officers and employees and for reimbursement to travelers for actual subsistence expenses, when prior concurrence was not obtained.

4 Memorandum request for any other travel where the financial arrangements involve payment of all or part of the traveling expenses from funds from non-Federal sources.

IX RESPONSIBILITIES OF OFFICIALS TO WHOM AUTHORITY IS DELEGATED

Officials to whom authority is delegated herein and those to whom authority is redelegated are responsible for:

^{1/} Annuitant collaborators without appointments do not have employee status and are classed as private persons.

(IX)

A Authorizing incurrence of expenses in connection with authorities herein delegated within the limit of authority granted and funds available.

B Complying with all procedures, provisions, and limitations contained in AMS Instructions governing exercise of authorities delegated herein.

C Complying with the policy of AMS in determining whether travel is necessary to, or will further, the authorized programs of AMS.

D Restricting travel to the geographical and jurisdictional areas required for proper administration of programs.

* E *-Assigning employees to travel cost patterns that conform
* most nearly to their average annual reimbursable costs of travel.
* While officials other than those listed in Section V B are not author-
* ized to make assignments, they are responsible for advising their
* superiors of changing conditions or circumstances which materially
* affect travel patterns so that consideration may be given to trans-
* ferring employees from one travel cost pattern to another.

* F Administering the mileage policy in accordance with
* standards set forth in AMS Instructions, considering carefully all
* factors involved in making determinations as to the mode of trans-
* portation by which travel should be accomplished.-*

G Prescribing use of less than first-class air accommodations (air coach, tourist, etc.) whenever available and adequate to meet the reasonable needs of the program and the traveler.

H Initiating action to have employees repay advances of funds when travel is not contemplated within 60 days and to reduce advances which appear to be in excess of employees' needs.

I Ascertaining whether the official station should be changed or the authorized per diem allowance adjusted when the traveler's assignment continues more than two months at a temporary duty station.

J Ascertaining, prior to the certification of Form AMS-276, Time and Attendance Report, that overtime reported was actually performed.

AMS Per Diem and Mileage Allowances

Part I - Per Diem

A Per Diem Allowances. The following per diem allowances are prescribed for travel within AMS. These allowances shall apply except (1) where AMS Instruction 467-3 (Section V) prescribes a mandatory rate of per diem or provides special per diem allowances for certain individuals or under certain circumstances, or (2) where the Administrator has approved an exception for a particular division.

1 Within the Continental United States.^{1/}

a Per diem based on travel cost patterns, determined in accordance with AMS Instruction 467-3, at the rates shown below:

Length of stay at one location	Travel Cost Patterns		
	High Cost	Medium Cost	Low Cost
While traveling and first 15 days	\$14.00	\$12.00	\$10.00
Thereafter	12.00	9.00	8.00

b Per diem at the rate of \$8 for travel of 24 hours or less except under conditions for which a different rate is prescribed in AMS Instruction 467-3.

^{1/} Continental United States means the former 48 states and the District of Columbia.

Part I - Per Diem (Con.)

(A)

2 Outside the Continental United States. Per diem for travel within a locality beyond the limits of the continental United States and for travel between the continental United States and a locality beyond or between such localities, in accordance with the provisions of the Standardized Government Travel Regulations (Sections 6.2b and 6.2c).

B Per Diem Allowances Authorized by Divisions.

1 The per diem allowances authorized by individual AMS divisions are shown in a series of numbered Exhibits C. The allowances are indicated by showing the pattern or patterns of travel assigned within the division. Where the Administrator has approved an exception to the rule of assignment, the approved rates are shown in lieu of a pattern of travel.

2 As used in Exhibits C, the term "Washington" is applicable to National office employees; the term "Field" is applicable to all employees other than National office employees.

Part II - Mileage

A Mileage Allowances. The following mileage allowances are prescribed for travel in AMS:

1 Within the Continental United States.

a Six cents per mile for travel by privately owned automobile when the employee prefers to use his automobile in lieu of common carrier. This rate is in lieu of all other transportation costs, including parking fees, ferry fares, and bridge, road, and tunnel tolls. (Per diem for such travel shall be allowed as provided in AMS Instruction 467-3, Section VII C 3).

Part II - Mileage (Con.)

(A 1)

b When use of a motor vehicle is required in the regular course of an employee's work and the employee requests, and is authorized, to use his privately owned automobile in lieu of an available Government owned vehicle, including a motor pool vehicle, the use of which the authorizing official determines to be practical: nine cents per mile for the first 1,000 miles in any one calendar month and six cents per mile for all miles in excess of 1,000 miles in any one such month. (This is exclusive of the miles driven at the personal preference of the employee at the six cent rate prescribed for use of privately owned automobile in lieu of common carrier.) Reimbursement for the cost of automobile parking fees, ferry fares, and bridge, road and tunnel tolls shall be allowed in addition to the reimbursement on a mileage basis.

c Nine cents per mile for travel by privately owned automobile when such mode of transportation is determined to be advantageous to the Government. Reimbursement for the cost of automobile parking fees, ferry fares, and bridge, road, and tunnel tolls shall be allowed in addition to the reimbursement on a mileage basis.

d Mileage for transportation to and from a terminal at the rate of ten cents (not in excess of allowable taxi fare) in accordance with the provisions of AMS Instruction 467-6, Section IV F.

e Ten cents per mile for use of a privately owned automobile by a Government employee witness who is summoned to and attends a Department hearing.

f Twelve cents per mile for use of a privately owned airplane.

g Five cents per mile for use of a privately owned motorcycle.

Part II - Mileage (Con.)

(A)

2 Outside the Continental United States. Ten cents per mile for travel by privately owned automobile, except that a higher rate, not in excess of twelve cents, may be authorized when approved by the Administrator.

B Mileage Allowances Authorized by Divisions. The mileage allowances prescribed above are prescribed for travel by all employees and are not subject to adjustment. Individual division Exhibits C therefore provide that mileage is authorized as prescribed in this Exhibit.

(VII B)

one travel cost pattern to another when the general travel pattern is materially changed may be exercised only by an official listed in Section V B. Also, authority to place an employee in a different travel cost pattern on a trip basis when he travels, for purposes other than his routine duties, in a travel cost pattern other than the one in which he is assigned may be exercised only by those officials. Such travel shall be authorized on Form AD-202, Travel Authorization. Establishing exceptions to the rule for assignment to travel cost patterns in the case of unusual travel patterns which a Division Director determines do not fall within the established cost patterns is subject to approval by the Administrator.

C Administratively approve vouchers in accordance with the following:

1 The authority to administratively approve travel vouchers is inherent in the authority to authorize and approve travel. Redelelegation is subject to the limitations contained in Section V C and may be made only to employees who are in a position to determine the facts relative to the travel (see Section XI).

2 The authority to administratively approve all other vouchers is inherent in the authority to incur station expenses. Redelelegation is subject to the limitations contained in Section V C.

D Approve applications for advances of funds to employees for travel and transportation and for payment of training expenses under Public Law 85-507, Government Employees Training Act, subject to the provisions of AMS Instruction 461-1, Advances of Funds and Covering Surety Bonds. This authority may be redelegated only to an official to whom authority to authorize and approve travel is also redelegated.

E Approve attendance at domestic meetings (other than national) outside the Department, within the limitations prescribed in AMS Instruction 112-1, Attendance at Meetings Outside the Department. This authority may be exercised only by the officials designated in the cited Instruction.

F Approve expenses of training of employees selected for training under Public Law 85-507, when such expenses are authorized on approved Form AD-281, Request and Authorization for Training Under P. L. 85-507.

G Purchase necessary equipment, materials, and supplies and incur other necessary station expenses, within the limitations prescribed in AMS procurement instructions and applicable division instructions.

(VII)

H Effect temporary appointments under the short-term employment procedure, subject to the provisions and limitations of AMS Instruction 323-1, Short-Term Employment, and applicable division instructions. This authority is not delegated to officials who have been delegated formal employment authority nor is this authority granted to officials in the metropolitan areas of Washington, D. C.; Chicago, Ill.; and San Francisco, Calif.

I Sign Forms AD-352, Request and Approval for Personnel Action, affecting positions and employees under the official's supervision, within the limitations prescribed in AMS Instruction 333-1, Use of AD-352, Request and Approval for Personnel Action, and applicable division instructions.

J Determine the need for filling vacancies and approve those that are considered necessary to carry out assigned programs.

K Order or approve occasional and irregular overtime, subject to the limitations prescribed in AMS Instruction 444-1, Overtime, and applicable division instructions.

L Order or approve holiday work, subject to the limitations prescribed in AMS Instruction 444-3, Holiday Compensation, and applicable division instructions.

-M Request audits or investigations (other than those involving personal conduct) by the Department's Inspector General or the Regional Inspector General serving the location or area where the audit or investigation is to be conducted. The authority to request audits or investigations by Regional Inspectors General may be redelegated (subject to any conditions the Division Director may deem desirable) to officers in charge of offices at the first field organizational level below the Division Director. This authority is not herein granted to such officers in charge even though they are listed in the division's Exhibit C to this Instruction unless specific redelegation of the authority is made by an official listed in Section V B of this Instruction and so indicated in Exhibit C.-

VIII AUTHORIZATIONS AND APPROVALS ABOVE AMS LEVEL

A General. The Deputy Administrator, Management, is authorized to endorse requests for travel authority required beyond the range of authority vested in officers of AMS, and to obtain clearances and approvals from Department officials.

B Approval of the Secretary. Approval of the Secretary is required for the establishment of any period of service different from the 2-year period, prescribed by the Department, which an individual

Official Addresses of and Territory Served
by Regional Inspectors General

<u>Regional Office</u>	<u>Telephone Nos.</u>	<u>Territory</u>
Regional Inspector General	FTS - 732-8000	Maine
Northeast Region, Region I	Ext. 596	Connecticut
Office of the Inspector General		New Hampshire
U. S. Department of Agriculture		Vermont
80 Lafayette Street		New Jersey
New York, N. Y. 10013		Rhode Island
		Pennsylvania
		Massachusetts
		Ohio
 Regional Inspector General	 FTS - DU 8-8763	 Washington, D. C.
Washington Region, Region II		Delaware
Office of the Inspector General		Maryland
U. S. Department of Agriculture		Virginia
Room 422, Federal Center Bldg.		West Virginia
Hyattsville, Md. 20781		
 Regional Inspector General	 FTS - 876-3311	 South Carolina
Southeast Region, Region III	Ext. 5151	North Carolina
Office of the Inspector General		Florida
U. S. Department of Agriculture		Georgia
Room 256, Peachtree Seventh Bldg.		Alabama
Atlanta, Ga. 30323		Tennessee
		Mississippi
		Puerto Rico
		Virgin Islands
 Regional Inspector General	 FTS - RO 1-6030	 Illinois
Midwest Region, Region IV	(or dial "0"	Indiana
Office of the Inspector General	for leased wire)	Kentucky
U. S. Department of Agriculture		Michigan
1607 W. Howard Street		Wisconsin
Chicago, Ill. 60626		Minnesota

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EXHIBIT A

<u>Regional Office</u>	<u>Telephone Nos.</u>	<u>Territory</u>
Regional Inspector General Southwest Region, Region V Office of the Inspector General U. S. Department of Agriculture 4351 General Bruce Drive Temple, Tex. 76501	80 - PR 8-3617	Louisiana Texas Oklahoma New Mexico Arkansas
Regional Inspector General Great Plains Region, Region VI Office of the Inspector General U. S. Department of Agriculture <u>Office Address</u> 8930 Ward Parkway Kansas City, Mo. <u>Mailing Address</u> Post Office Box 205 Kansas City, Mo. 64141	FTS - 361-0860 Ext. 6324	Missouri Kansas Nebraska Iowa South Dakota North Dakota
Regional Inspector General Western Region, Region VII Office of the Inspector General U. S. Department of Agriculture 630 Sansome Street, Room 1513 San Francisco, Calif. 94111	FTS - 986-3111 Ext. 2662	California Idaho Nevada Montana Arizona Oregon Utah Hawaii Alaska Washington Wyoming Colorado Trust Territories of the Pacific

ACTION BY: *All Divisions and Offices*

General Authorization

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ACTION BY: *All Divisions and Offices*

General Authorization

I PURPOSE

This Instruction:

A Constitutes the delegation of authority within AMS for (1) authorizing and approving travel and the incurrence of necessary travel and station expenses, and (2) certain other administrative authorities necessary for carrying out the authorized programs and activities of AMS;

B Sets forth AMS policy with regard to authorities delegated;

C Prescribes the extent of delegated authority; and

D Sets forth the responsibilities of officials to whom authority is delegated and of travelers.

II EFFECTIVE DATES

The provisions of this Instruction are effective January 1, 1963, and remain in effect through June 30, 1963.

III POLICY

The policy of AMS is to authorize or approve official travel and to exercise procurement, employment, and other authorities delegated herein only to the extent necessary for the effective administration or furtherance of its authorized programs. The authorities listed herein may be exercised only by an official designated herein or by an official to whom such authority has been redelegated. Redelegations are subject to the limitations prescribed herein.

IV TRAVEL AUTHORIZATION AND MAXIMUM PER DIEM AND MILEAGE ALLOWANCES

A Exhibit A, attached, constitutes the Travel Authorization under which travel in AMS, except that requiring issuance of a trip authorization (see AMS Instruction 467-2, Preparing, Numbering, and Distributing Travel Authorizations), will be performed.

(IV)

B Exhibit B, attached, sets forth the maximum per diem and mileage allowances prescribed for travel within AMS.

V AUTHORITIES DELEGATED

A Authority of the Administrator.

* *-1 The Secretary of Agriculture has assigned to AMS
* various functions necessary to carry out authorized programs of the
* Department. The Administrator, as head of the Agency, is delegated
* the authorities incident to carrying out the assigned functions,
* except where certain authorizations or approvals above AMS level are
* required (see Section VIII). Except for the authority listed in para-
* graph 2 below, which is delegated only to himself, and certain author-
* ities listed in paragraph 3 below, which may be redelegated only to
* his principal assistants, the Administrator may redelegate his
* authority to his subordinates and authorize further redelegation of
* such authority to the extent necessary for good administration.

* 2 The authority to approve agency regulations concerning
* the payment of travel expenses of personnel appointed for temporary or
* seasonal services in inspecting, classing, or grading agricultural
* commodities, may not be redelegated by the Administrator.

* 3 The authorities listed below, delegated to the Adminis-
* trator, are redelegated only to the Associate Administrator and the
* Deputy Administrator, Management. These authorities may not be
* further redelegated; however, in the absence of the Administrator,
* the Associate Administrator, and the Deputy Administrator, Management,
* the authorities may be exercised by the officials acting in their
* positions.

* a Approval of superior accommodations for security
* purposes when a standard lower berth is available.

* b Approval of allowances for per diem in lieu of
* subsistence or actual subsistence expenses for periods
* of illness while in travel status in excess of 14
* calendar days (including fractional days).

(V A 3)

- c Approval of attendance at national meetings. *
- d Approval of foreign travel^{1/} and travel to attend foreign meetings or meetings of international organizations or groups, held in the United States or elsewhere. (Authority to approve foreign travel included in the travel territory delineated in Exhibit A is not limited to the three individuals named in paragraph 3 above.) *
- e Approval of allowance of actual subsistence expenses. (Allowance of actual subsistence expenses for private persons (i.e., persons who are not Government employees) and other persons serving without compensation requires concurrence of the Department's Director of Finance, as set forth in Section VIII D.) *
- f Approval of travel of private persons, except travel on an actual subsistence expense basis (see paragraph e above). *
- g Approval of travel involving payment of expenses by non-Federal sources.-*

B General Redelelegation of Authority. The officials occupying or acting in the positions designated below are delegated the authorities listed in Section VII.

- 1 Associate Administrator,
- 2 Deputy Administrators, and
- 3 Division Directors (including the Director, Matching Fund Program).

^{1/} Foreign travel includes all travel outside the United States (the 50 States and the District of Columbia) and travel within the United States which is incidental to travel to and from points outside the United States.

(V)

C Authorization to Redelegate Authority. The officials listed in paragraph B above are authorized to redelegate to their subordinates the authorities listed in Section VII. Authorities so delegated may, in turn, be redelegated by officials at the division level (deputy directors, assistant directors, assistants to directors, and administrative officers of national offices), unless redelegation by such official is specifically excluded in Exhibit C, attached.

D Instrument of Redelegation. Exhibit C is the instrument through which redelegation of authority shall be accomplished.

1 Division Directors have redelegated the authorities listed in Section VII to the officials designated in Exhibit C.

2 Redelegations to officials other than those listed in Exhibit C shall be made as supplements to Exhibit C. Requests for issuance of supplements shall be submitted to the Budget and Finance (BF) Division. Such redelegations shall be made to the highest level consistent with good management.

VI AUTHORITIES NOT INCLUDED IN THIS INSTRUCTION

If authorities not included in this Instruction are to be delegated, such delegations shall be made in writing and copies furnished the BF Division and the appropriate Area Administrative (AA) Division(s).

VII EXTENT OF DELEGATED AUTHORITY

Unless otherwise indicated below, officials listed in Section V B and Exhibit C of this Instruction and others to whom authority is redelegated may:

A Authorize, direct, and approve official travel and the incurrence of necessary travel expenses for themselves and the employees under their supervision, in accordance with the provisions of the Standardized Government Travel Regulations and applicable AMS Instructions, including those covered by Exhibits A and B of this Instruction.

B Assign employees to the travel cost patterns prescribed in Exhibit B. This authority and the authority to transfer employees from

(VII B)

one travel cost pattern to another when the general travel pattern is materially changed may be exercised only by an official listed in Section V B. Also, authority to place an employee in a different travel cost pattern on a trip basis when he travels, for purposes other than his routine duties, in a travel cost pattern other than the one in which he is assigned may be exercised only by those officials. Such travel shall be authorized on Form AD-202, Travel Authorization. Establishing exceptions to the rule for assignment to travel cost patterns in the case of unusual travel patterns which a Division Director determines do not fall within the established cost patterns is subject to approval by the Administrator.

C Administratively approve vouchers in accordance with the following:

1 The authority to administratively approve travel vouchers is inherent in the authority to authorize and approve travel. Redelelegation is subject to the limitations contained in Section V C and may be made only to employees who are in a position to determine the facts relative to the travel (see Section XI).

2 The authority to administratively approve all other vouchers is inherent in the authority to incur station expenses. Redelelegation is subject to the limitations contained in Section V C.

D Approve applications for advances of funds to employees for travel and transportation and for payment of training expenses under Public Law 85-507, Government Employees Training Act, subject to the provisions of AMS Instruction 461-1, Advances of Funds and Covering Surety Bonds. This authority may be redelegated only to an official to whom authority to authorize and approve travel is also redelegated.

E Approve attendance at domestic meetings (other than national) outside the Department, within the limitations prescribed in AMS Instruction 112-1, Attendance at Meetings Outside the Department. This authority may be exercised only by the officials designated in the cited Instruction.

F Approve expenses of training of employees selected for training under Public Law 85-507, when such expenses are authorized on approved Form AD-281, Request and Authorization for Training Under P.L. 85-507.

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(VII)

G Purchase necessary equipment, materials, and supplies and incur other necessary station expenses, within the limitations prescribed in AMS procurement instructions and applicable division instructions.

H Effect temporary appointments under the L/A employment procedure, subject to the provisions and limitations of AMS Instruction 323-1, Employment Under Letters of Authorization, and applicable division instructions. This authority is not delegated to officials who have been delegated formal employment authority nor is this authority granted to officials in the metropolitan areas of Washington, D. C.; Chicago, Ill.; and San Francisco, Calif.

I Sign SF-52's, Requests for Personnel Action, affecting positions and employees under the official's supervision, within the limitations prescribed in AMS Instruction 333-1, Requests for Personnel Action, and applicable division instructions.

J Determine the need for filling vacancies and approve those that are considered necessary to carry out assigned programs.

K Order or approve occasional and irregular overtime, subject to the limitations prescribed in AMS Instruction 445-2, Overtime, and applicable division instructions.

L Order or approve holiday work, subject to the limitations prescribed in AMS Instruction 445-4, Holiday Compensation, and applicable division instructions.

VIII AUTHORIZATIONS AND APPROVALS ABOVE AMS LEVEL

* A *-General. The Deputy Administrator, Management, is authorized
* to endorse requests for travel authority required beyond the range of
* authority vested in officers of AMS, and to obtain clearances and
* approvals from Department officials.

* B Approval of the Secretary. Approval of the Secretary is
* required for the establishment of any period of service different from
* the 2-year period, prescribed by the Department, which an individual

(VIII B)

must serve outside the continental United States before he is entitled to return expenses for authorized leave or for separation. *

C Approval of the Group Head, Office of the Secretary. *

Approval of the Group Head, Office of the Secretary, must be obtained on Form AD-179, Request for Approval to Perform Foreign Travel or Attend Meeting, for (1) attendance at meetings of international or foreign organizations and groups, whether held in this country or elsewhere; and (2) attendance at any other meeting held in a foreign country except routine "workshop" meetings of the Department or discussions of cooperative program operations by Departmental personnel with Canadian or Mexican officials in their respective countries. *

D Concurrence of the Director of Finance. Concurrence of the Director of Finance is required on the Travel Authorization (AD-202) for travel on an actual subsistence expense basis of private persons or other persons serving without compensation. (Annuitant collaborators without appointments do not have employee status and are classed as private persons.)-* *

IX RESPONSIBILITIES OF OFFICIALS TO WHOM AUTHORITY IS DELEGATED

Officials to whom authority is delegated in this Instruction and those to whom authority is redelegated are responsible for:

A Authorizing incurrence of expenses in connection with authorities delegated within the limit of authority granted and funds available.

B Complying with all procedures, provisions, and limitations contained in AMS Instructions governing exercise of authorities delegated.

C Complying with the policy of AMS in determining whether travel is necessary to, or will further, the authorized programs of AMS.

D Restricting travel to the geographical and jurisdictional areas required for proper administration of programs.

E Assigning employees to travel cost patterns that conform most nearly to their average annual reimbursable costs of travel. While

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(IX E)

officials other than those listed in Section V B are not authorized to make assignments, they are responsible for advising their superiors of changing conditions or circumstances which materially affect travel patterns so that consideration may be given to transferring employees from one travel cost pattern to another.

F Administering the mileage policy in accordance with standards set forth in AMS Instructions, considering carefully all factors involved in making determinations as to the mode of transportation by which travel should be accomplished.

G Authorizing or approving use of less than first-class or extra-fare accommodations for air travel only as prescribed in AMS Instruction 466-2, Aux. 2, dated November 29, 1962.

H Initiating action to have employees repay advances of funds when travel is not contemplated within 60 days and to reduce advances which appear to be in excess of employees' needs.

I Ascertaining whether the official station should be changed or the authorized per diem allowance adjusted when the traveler's assignment continues more than 2 months at a temporary duty station.

J Ascertaining, before certifying time and attendance reports, that overtime reported was actually performed.

X RESPONSIBILITIES OF TRAVELERS

Employees traveling on official business are responsible for:

A Planning itineraries that will accomplish the purpose of the travel with the minimum of time and expense;

B Traveling by direct, usually traveled routes;

C Exercising the same care in selecting classes and modes of travel that a prudent person would use if traveling on personal business; for air travel, utilizing the lowest class accommodations that are available.

(X)

D Scheduling hours of departure and arrival that will permit the most efficient transaction of official business; and

E Incurring only those expenses that are essential to the transaction of official business.

XI ADMINISTRATIVE APPROVAL OF VOUCHERS

The administrative approval of a voucher indicates that a review has been made in accordance with the requirements listed in AMS Instruction 402-2, Responsibilities of Approving Officers, and that unless otherwise noted, payment is recommended subject to specific provisions of governing laws, regulations, and AMS Instructions.

A Travel Vouchers.

1 Form of Approval. Administrative approval of travel vouchers shall be indicated by the signature (not initials) and the working title of the approving officer (Division Director, administrative officer, officer in charge, etc.) in the space provided on the face of the travel voucher. Where the traveler and the approving officer are the same, the showing of his working title beneath his signature in the payee certification block on the travel voucher will meet the requirements of this Section.

2 Approving Officers.

a Expenses Incurred Under Prior Authority. When a voucher covers travel expenses all items of which are incurred under this or other prior authority (AD-202), the approving officer may be (1) an official having authority to authorize or approve travel, or (2) an official to whom authority has been delegated to administratively approve travel vouchers as distinguished from authority to authorize or approve travel (see Section VII C).

b Expenses Incurred Without Prior Authority. When travel is performed that is not covered by this or other prior authority, the travel voucher must be approved by an officer having authority to authorize

(XI A 2 b)

or approve the particular travel. When certain items of reimbursable expenses are incurred which are not covered by the authorization, the voucher must be approved by an officer who has authority to authorize and approve the particular expense. In such cases the following or a similar statement shall be inserted above the signature of the approving officer:

"The travel (or items of expense) not previously authorized is (are) hereby approved."

It is not necessary to issue or amend an authorization subsequent to the incurrence of expenses, since approval of the voucher constitutes the required authority.

c Required Specific Approvals. The administrative approval of the travel voucher does not cover approval of the following expenses, even though authorized herein when determined to be advantageous to the Government (see Exhibit A): (1) use of extra-fare trains and planes; (2) use of special conveyances; and (3) incurrence of taxi fares, or round-trip mileage at ten cents per mile for use of a privately owned automobile in lieu of a taxi, between home, place of business, or other point of departure or arrival, and terminal in excess of allowable taxi fare plus tip (\$6.60). Approval of these expenses must be in the form of a signed statement of approval by an official designated in Section V B or Exhibit C. (When authority for incurrence of these expenses is included on AD-202, specific approval is not required.)

B Other (Miscellaneous) Vouchers. Administrative approval of other (miscellaneous) vouchers shall be indicated by the signature (not initials) and working title of the approving official shown on the voucher or invoice.

XII POST REVIEW OF TRAVEL VOUCHERS

A In order to maintain adequate administrative control, officers in charge of field offices who report directly to Division Directors, branch chiefs, or section heads in Washington, D. C., shall forward to the appropriate administrative official a copy of their travel vouchers for review on a post-payment basis. The close working relationship between officials listed in Section V B, as well as other national office officials listed in Exhibit C, and their immediate supervisors makes submission and review of copies of travel vouchers of such officials unnecessary.

B The appropriate officials shall review the copies of the vouchers at least quarterly to determine that the travel was warranted and necessary in carrying out the responsibilities of the positions involved. After review, the copies of vouchers shall be retained in the files of the reviewing officers for one year from the month in which they were received.

XIII AUTHORITY TO BE CITED ON TRAVEL VOUCHERS

This Instruction constitutes the authorization under which all travel, within the limits designated, shall be performed. When travel is performed under this authorization, cite on the travel voucher "AMS Inst. 106-2" and "(date)^{2/}" as the authority and date under which reimbursement is claimed. When travel is performed under AD-202, or any other authorization, cite that authorization as the authority.



S. R. Smith
Administrator

Attachments

2/ This shall always be the current date of AMS Instruction 106-2.

Travel Authorization

The officials designated in Section V B and on Exhibit C of this Instruction and those to whom authority is redelegated are authorized (1) to travel and incur necessary expenses of travel; and (2) to direct the travel and incurrence of necessary travel expenses on the part of their assistants, in accordance with the provisions of the Standardized Government Travel Regulations and applicable AMS Instructions (including the items listed below). Assistants of the designated officials are authorized to travel and to incur necessary travel expenses as directed by such officials.

1 Travel Territory:

a Within the limits of the continental United States.^{1/}

b Beyond the limits of the continental United States in the following cases:

(1) To, from, and within the States of Alaska and Hawaii.

(2) To and from Canada, Mexico, and United States territories and possessions.

(3) Within the country or countries of assignment of employees stationed outside the United States.

2 Per diem and mileage allowances, as prescribed in Exhibits B and C.

3 Travel to attend meetings if attendance has been approved in accordance with AMS Instruction 112-1.

^{1/} Continental United States in this Instruction means the former 48 States and the District of Columbia.

AMS INSTRUCTION 106-2
EXHIBIT A

4 Travel and transportation expenses incident to change of official station in accordance with AMS Instruction 460-1, Travel and Transportation of Transferred Employees, and Certain New Appointees, Their Immediate Families, Household Goods, and Personal Effects and House Trailers.^{2/} This authority is not herein granted to branch chiefs or officers in charge of field offices (even though such officials are listed in Exhibit C), unless specific redelegation of this authority is made by an official listed in Section V B of this Instruction. If redelegation of this authority is not specifically indicated in Exhibit C, it must be made by a supplement to that Exhibit.

5 Travel and transportation expenses allowable under Public Law 86-587, for persons appointed, and student trainees when promoted upon completion of college work, to positions in the United States in which the Civil Service Commission determines a manpower shortage exists, subject to the provisions of AMS Instruction 460-3, Payment of Travel and Transportation Expenses Under Public Law 86-587. ^{2/} This authority is not granted to branch chiefs or officers in charge of field offices (even though such officials are listed in Exhibit C), nor can it be redelegated.

6 Travel of persons appointed under Section 12 of the Department of Agriculture Organic Act of 1956, Public Law 84-979, for temporary or seasonal services in the inspection, classing, or grading of agricultural commodities, subject to limitations contained in AMS Instruction 467-5, Payment of Travel Expenses of Personnel Appointed for Temporary or Seasonal Service in Inspection, Classing, or Grading Agricultural Commodities, and applicable division instructions.

7 Travel by AMS employees in connection with work for which they are detailed or loaned to another Government agency. (Such travel may be authorized by the agency to which the employee is detailed or loaned.)

8 Travel by privately owned automobile. (See Exhibit B.)

* * -9 Travel by privately owned airplane when such mode of transportation is determined to be advantageous to the Government. -*

10 Use of extra-fare planes and trains (including first-class jet service) when such transportation is properly justified and determined to be advantageous to the Government.

^{2/} Form AD-202, Travel Authorization, is required.

11 Use of special conveyances when such transportation is determined to be advantageous to the Government.

12 Incurrence of taxi fares, in excess of allowable fare plus tip (\$6.60), or round-trip mileage at 10 cents per mile for use of a privately owned automobile in lieu of a taxi, between home, place of business, or other point of departure or arrival, and terminal, when incurrence of the additional expense is determined to be advantageous to the Government.

13 Per diem (or actual subsistence expenses when provided in the traveler's authorization) not to exceed 14 calendar days (including fractional days) in any one period of absence from duty due to illness or injury not due to his own misconduct.

14 Hire of necessary stenographic, typing, clerical, and other services necessary for the conduct of official business while in travel status, subject to the limitations contained in Section IX of AMS Instruction 242-1, Local Purchases.

15 Miscellaneous expenses necessarily incurred in connection with official travel.

16 Miscellaneous travel expenses within the limits of the official station, including mileage for the use of privately owned vehicles and the use of taxicabs for local official business when such transportation is determined to be advantageous to the Government.

ACTION BY: All Divisions and Offices

General Authorization

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- A Travel Authorization
- B AMS Per Diem and Mileage Allowances
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and Mileage Allowances

ACTION BY: All Divisions and Offices

General Authorization

I PURPOSE

This Instruction:

A Constitutes the delegation of authority within AMS for (1) authorizing and approving travel and the incurrence of necessary travel and station expenses, and (2) certain other administrative authorities necessary for carrying out the authorized programs and activities of AMS;

B Sets forth AMS policy with regard to authorities delegated;

C Prescribes the extent of delegated authority; and

D Sets forth the responsibilities of officials to whom authority is delegated and of travelers.

II EFFECTIVE DATES

The provisions of this Instruction are effective *-July 1, 1964,-* and remain in effect through *-June 30, 1965.-*

*
*

III POLICY

The policy of AMS is to authorize or approve official travel and to exercise procurement, employment, and other authorities delegated herein only to the extent necessary for the effective administration or furtherance of its authorized programs. The authorities listed herein may be exercised only by an official designated herein or by an official to whom such authority has been redelegated. Redelegations are subject to the limitations prescribed herein.

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IV TRAVEL AUTHORIZATION AND PER DIEM AND MILEAGE ALLOWANCES

A Exhibit A, attached, constitutes the Travel Authorization under which travel in AMS, except that requiring issuance of a trip authorization (see AMS Instruction 467-2, Preparing, Numbering, and Distributing Travel Authorizations), will be performed.

B Exhibit B, attached, sets forth the per diem and mileage allowances prescribed for travel within AMS.

V AUTHORITIES DELEGATED

A Authority of the Administrator.

1 The Secretary of Agriculture has assigned to AMS various functions necessary to carry out authorized programs of the Department. The Administrator, as head of the Agency, is delegated the authorities incident to carrying out the assigned functions, except where certain authorizations or approvals above AMS level are required (see Section VIII). Except for the authority listed in paragraph 2 below, which is delegated only to himself, and certain authorities listed in paragraph 3 below, which may be redelegated only to his principal assistants, the Administrator may redelegate his authority to his subordinates and authorize further redelegation of such authority to the extent necessary for good administration.

2 The authority to approve agency regulations concerning the payment of travel expenses of personnel appointed for temporary or seasonal services in inspecting, classing, or grading agricultural commodities, may not be redelegated by the Administrator.

3 The authorities listed below, delegated to the Administrator, are redelegated only to the Associate Administrator and the Deputy Administrator, Management. These authorities may not be further redelegated; however, in the absence of the Administrator, the Associate Administrator, and the Deputy Administrator, Management, the authorities may be exercised by the officials acting in their positions.

a Approval of superior accommodations for security purposes when a standard lower berth is available.

(V A 3)

b Approval of allowances for per diem in lieu of subsistence or actual subsistence expenses for periods of illness while in travel status in excess of 14 calendar days (including fractional days).

c Approval of attendance at national meetings *-and common-interest meetings.-*

*
*

d Approval of foreign travel^{1/} and travel to attend foreign meetings or meetings of international organizations or groups, held in the United States or elsewhere. (Authority to approve foreign travel included in the travel territory delineated in Exhibit A is not limited to the three individuals named in paragraph 3 above.)

e Approval of allowance of actual subsistence expenses. (Allowance of actual subsistence expenses for private persons (i.e., persons who are not Government employees) and other persons serving without compensation requires concurrence of the Department's Director of Finance, as set forth in Section VIII D.)

f Approval of travel of private persons, except travel on an actual subsistence expense basis (see paragraph e above).

g Approval of *-arrangements-* involving payment of *-travel-* expenses by non-Federal sources *-for attendance at meetings.-*

*
*
*

^{1/} Foreign travel includes all travel outside the United States (the 50 States and the District of Columbia) and travel within the United States which is incidental to travel to and from points outside the United States.

(V)

B General Redefegation of Authority. The officials occupying or acting in the positions designated below are delegated the authorities listed in Section VII.

1 Associate Administrator,

2 Deputy Administrators, and

3 Division Directors (including Directors, Matching Fund
* Program and *-Operations Analysis Staff-*).

C Authorization to Redefegate Authority. The officials listed in paragraph B above are authorized to redelegate to their subordinates the authorities listed in Section VII. Authorities so delegated may, in turn, be redelegated by officials at the division level (deputy directors, assistant directors, assistants to directors, and administrative officers of national offices), unless redelegation by such official is specifically excluded in Exhibit C, attached.

D Instrument of Redefegation. Exhibit C is the instrument through which redelegation of authority shall be accomplished.

1 Division Directors have redelegated the authorities listed in Section VII to the officials designated in Exhibit C.

2 Redefegations to officials other than those listed in Exhibit C shall be made as supplements to Exhibit C. Requests for issuance of supplements shall be submitted to the Budget and Finance (BF) Division. Such redelegations shall be made to the highest level consistent with good management.

VI AUTHORITIES NOT INCLUDED IN THIS INSTRUCTION

* If *-administrative-* authorities not included in this Instruction are
* to be delegated, such delegations shall be made in *-accordance with
* AMS Instruction 106-1, Preparing and Issuing Delegations of Authority.-*

VII EXTENT OF DELEGATED AUTHORITY

Unless otherwise indicated below, officials listed in Section V B and Exhibit C of this Instruction and others to whom authority is redelegated may:

A Authorize, direct, and approve official travel and the incurrence of necessary travel expenses for themselves and the employees under their supervision, in accordance with the provisions of the Standardized Government Travel Regulations and applicable AMS Instructions, including those covered by Exhibits A and B of this Instruction.

B Assign employees to the travel cost patterns prescribed in Exhibit B. This authority and the authority to transfer employees from one travel cost pattern to another when the general travel pattern is materially changed may be exercised only by an official listed in Section V B. Also, authority to place an employee in a different travel cost pattern on a trip basis when he travels, for purposes other than his routine duties, in a travel cost pattern other than the one in which he is assigned may be exercised only by those officials. Such travel shall be authorized on Form AD-202, Travel Authorization. Establishing exceptions to the rule for assignment to travel cost patterns in the case of unusual travel patterns which a Division Director determines do not fall within the established cost patterns is subject to approval by the Administrator.

C Administratively approve vouchers in accordance with the following:

1 The authority to administratively approve travel vouchers is inherent in the authority to authorize and approve travel. Redlegation is subject to the limitations contained in Section V C and may be made only to employees who are in a position to determine the facts relative to the travel (see Section XI).

2 The authority to administratively approve all other vouchers is inherent in the authority to incur station expenses. Redlegation is subject to the limitations contained in Section V C.

D Approve applications for advances of funds to employees for travel and transportation and for payment of training expenses under

(VII D)

Public Law 85-507, Government Employees Training Act, subject to the provisions of AMS Instruction 461-1, Advances of Funds and Covering Surety Bonds. This authority may be redelegated only to an official to whom authority to authorize and approve travel is also redelegated.

E Approve attendance at domestic meetings (other than national) outside the Department, within the limitations prescribed in AMS Instruction 112-1, Attendance at Meetings Outside the Department. This authority varies according to the type of meeting. It may be exercised only by the officials indicated in the cited Instruction, and as specifically delegated in Exhibit C of this Instruction.

F Approve expenses of training of employees selected for training under Public Law 85-507, when such expenses are authorized on approved Form AD-281, Request and Authorization for Training Under P. L. 85-507.

G Purchase necessary equipment, materials, and supplies and incur other necessary station expenses, within the limitations prescribed in AMS procurement instructions and applicable division Instructions.

H Effect temporary appointments under the short-term employment procedure, subject to the provisions and limitations of AMS Instruction 323-1, Short-Term Employment, and applicable division instructions. This authority is not delegated to officials who have been delegated formal employment authority nor is this authority granted to officials in the metropolitan areas of Washington, D. C.; Chicago, Ill.; and San Francisco, Calif.

I Sign Forms AD-352, Request and Approval for Personnel Action, affecting positions and employees under the official's supervision, within the limitations prescribed in AMS Instruction 333-1, Use of AD-352, Request and Approval for Personnel Action, and applicable division instructions.

J Determine the need for filling vacancies and approve those that are considered necessary to carry out assigned programs.

(VII)

K Order or approve occasional and irregular overtime, subject to the limitations prescribed in AMS Instruction 444-1, Overtime, and applicable division instructions.

L Order or approve holiday work, subject to the limitations prescribed in AMS Instruction 444-3, Holiday Compensation, and applicable division instructions.

M Request audits or investigations (other than those involving personal conduct) by the Department's Inspector General or the Regional Inspector General serving the location or area where the audit or investigation is to be conducted. The authority to request audits or investigations by Regional Inspectors General may be redelegated (subject to any conditions the Division Director may deem desirable) to officers in charge of offices at the first field organizational level below the Division Director. This authority is not herein granted to such officers in charge even though they are listed in the division's Exhibit C to this Instruction unless specific redelegation of the authority is made by an official listed in Section V B of this Instruction and so indicated in Exhibit C.

VIII AUTHORIZATIONS AND APPROVALS ABOVE AMS LEVEL

A General. The Deputy Administrator, Management, is authorized to endorse requests for travel authority required beyond the range of authority vested in officers of AMS, and to obtain clearances and approvals from Department officials.

B Approval of the Secretary. Approval of the Secretary is required for the establishment of any period of service different from the 2-year period, prescribed by the Department, which an individual must serve outside the continental United States before he is entitled to return expenses for authorized leave or for separation.

C Approval of the Group Head, Office of the Secretary. Approval of the Group Head, Office of the Secretary, must be obtained on Form AD-179, Request to Attend Meeting, for (1) attendance at meetings of international or foreign organizations and groups, whether held in this country or elsewhere; and (2) attendance at any other meeting held in

(VIII C)

a foreign country except routine "workshop" meetings of the Department or discussions of cooperative program operations by Departmental personnel with Canadian or Mexican officials in their respective countries.

D Concurrence of the Director of Finance. Concurrence of the Director of Finance is required on the Travel Authorization (AD-202) for travel on an actual subsistence expense basis of private persons or other persons serving without compensation. (Annuitant collaborators without appointments do not have employee status and are classed as private persons.)

IX RESPONSIBILITIES OF OFFICIALS TO WHOM AUTHORITY IS DELEGATED

Officials to whom authority is delegated in this Instruction and those to whom authority is redelegated are responsible for:

A Authorizing incurrence of expenses in connection with authorities delegated within the limit of authority granted and funds available.

B Complying with all procedures, provisions, and limitations contained in AMS Instructions governing exercise of authorities delegated.

C Complying with the policy of AMS in determining whether travel is necessary to, or will further, the authorized programs of AMS.

D Restricting travel to the geographical and jurisdictional areas required for proper administration of programs.

E Assigning employees to travel cost patterns that conform most nearly to their average annual reimbursable costs of travel. While officials other than those listed in Section V B are not authorized to make assignments, they are responsible for advising their superiors of changing conditions or circumstances which materially affect travel patterns so that consideration may be given to transferring employees from one travel cost pattern to another.

(IX)

F Administering the mileage policy in accordance with standards set forth in AMS Instructions, considering carefully all factors involved in making determinations as to the mode of transportation by which travel should be accomplished.

G Authorizing or approving use of less than first-class or extra-fare accommodations for air travel only as prescribed in AMS Instruction 466-2, Aux. 2, dated December 2, 1963.

H Initiating action to have employees repay advances of funds when travel is not contemplated within 60 days and to reduce advances which appear to be in excess of employees' needs.

I Ascertaining whether the official station should be changed or the authorized per diem allowance adjusted when the traveler's assignment continues more than 2 months at a temporary duty station.

J Ascertaining, before certifying time and attendance reports, that overtime reported was actually performed.

X RESPONSIBILITIES OF TRAVELERS

Employees traveling on official business are responsible for:

A Planning itineraries that will accomplish the purpose of the travel with the minimum of time and expense;

B Traveling by direct, usually traveled routes;

C Exercising the same care in selecting classes and modes of travel that a prudent person would use if traveling on personal business; for air travel, utilizing the lowest class accommodations that are available.

D Scheduling hours of departure and arrival that will permit the most efficient transaction of official business; and

E Incurring only those expenses that are essential to the transaction of official business.

XI ADMINISTRATIVE APPROVAL OF VOUCHERS

The administrative approval of a voucher indicates that a review has been made in accordance with the requirements listed in AMS Instruction 402-2, Responsibilities of Approving Officers, and that unless otherwise noted, payment is recommended subject to specific provisions of governing laws, regulations, and AMS Instructions.

A Travel Vouchers.

1 Form of Approval. Administrative approval of travel vouchers shall be indicated by the signature (not initials) and the working title of the approving officer (Division Director, administrative officer, officer in charge, etc.) in the space provided on the face of the travel voucher. Where the traveler and the approving officer are the same, the showing of his working title beneath his signature in the payee certification block on the travel voucher will meet the requirements of this Section.

2 Approving Officers.

a Expenses Incurred Under Prior Authority. When a voucher covers travel expenses all items of which are incurred under this or other prior authority (AD-202), the approving officer may be (1) an official having authority to authorize or approve travel, or (2) an official to whom authority has been delegated to administratively approve travel vouchers as distinguished from authority to authorize or approve travel (see Section VII C).

b Expenses Incurred Without Prior Authority. When travel is performed that is not covered by this or other prior authority, the travel voucher must be approved by an officer having authority to authorize or approve the particular travel. When certain items of reimbursable expenses are incurred which are not covered by the authorization, the voucher must be approved by an officer who has authority to authorize and approve the particular expense. In such cases the

(XI A 2 b)

following or a similar statement shall be inserted above the signature of the approving officer:

"The travel (or items of expense) not previously authorized is (are) hereby approved."

It is not necessary to issue or amend an authorization subsequent to the incurrence of expenses, since approval of the voucher constitutes the required authority.

c Required Specific Approvals. The administrative approval of the travel voucher does not cover approval of the following expenses, even though authorized herein when determined to be advantageous to the Government (see Exhibit A): (1) use of extra-fare trains and *-extra-fare or first-class-* planes; (2) use of special conveyances; and (3) incurrence of taxi fares, or round-trip mileage at ten cents per mile for use of a privately owned automobile in lieu of a taxi, between home, place of business, or other point of departure or arrival, and terminal in excess of allowable taxi fare plus tip (\$6.60). Approval of these expenses must be in the form of a signed statement of approval by an official designated in Section V B or Exhibit C. (When authority for incurrence of these expenses is included on AD-202, specific approval is not required.) *

B Other (Miscellaneous) Vouchers. Administrative approval of other (miscellaneous) vouchers shall be indicated by the signature (not initials) and working title of the approving official shown on the voucher or invoice.

XII POST REVIEW OF TRAVEL VOUCHERS

A In order to maintain adequate administrative control, officers in charge of field offices who report directly to Division Directors, branch chiefs, or section heads in Washington, D. C., shall forward to

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(XII A)

the appropriate administrative official a copy of their travel vouchers for review on a post-payment basis. The close working relationship between officials listed in Section V B and their immediate supervisors makes submission and review of copies of travel vouchers of such officials unnecessary.

B The appropriate officials shall review the copies of the vouchers at least quarterly to determine that the travel was warranted and necessary in carrying out the responsibilities of the positions involved. After review, the copies of vouchers shall be retained in the files of the reviewing officers for one year from the month in which they were received.

XIII AUTHORITY TO BE CITED ON TRAVEL VOUCHERS

This Instruction constitutes the authorization under which all travel within the limits designated, shall be performed. When travel is performed under this authorization, cite on the travel voucher "AMS Inst. 106-2" and " (date)^{2/} " as the authority and date under which reimbursement is claimed. When travel is performed under AD-202, or any other authorization, cite that authorization as the authority.



S. R. Smith
Administrator

Attachments

2/ This shall always be the current date of AMS Instruction 106-2.

AGRICULTURAL ESTIMATES DIVISION

Redelegation of Authorities

The authorities listed in Section VI of this Instruction are redelegated to the officials designated below and to those acting in their stead. The redelegation for certain authorities is subject to limitations cited in the Instruction, in this Exhibit, and in Exhibit B.

Washington:

Deputy Directors
Assistant to Director
Administrative Officer

The officials listed below are redelegated authority only to administratively approve travel vouchers:

Branch Chiefs
Secretary, Crop Reporting Board
Chief, Research and Development Staff

Field:

Officer in Charge of each field office except at the Statistical Laboratories at Ames, Iowa; and Raleigh, N. C.

Western Livestock Statistician

Under this redelegation of authority, travel by persons to whom authority is redelegated and their subordinates is limited to the State(s) of jurisdiction and bordering States. Exception: Travel may be performed outside of the State(s) of jurisdiction and bordering States when directed by the Division Director to attend meetings, training schools, and workshops; to perform duty at Washington, D. C.; and for other purposes. Whenever travel outside of the designated areas is performed, the travel voucher shall cite the purpose of the travel and make reference to the authority from the Division Director.

-Effective January 31, 1961, the Letter of Authorization employment authority (as set forth in AMS Instruction 323-1) for appointments not to exceed one month redelegated herein is waived by the Director, Personnel Division, for positions of Enumerator, GS-3, and Supervisory Enumerator, GS-5, to permit appointments to such positions for periods not to exceed 6 months under L/A employment procedures. Authority granted by the waiver is not redelegated to the Western Livestock Statistician.- * * * *

FOOD DISTRIBUTION DIVISION

Redelegation of Authority

The authority to administratively approve travel vouchers, as cited in Section VI C 1 of this Instruction, is redelegated to the officials designated below:

Field:

Assistant Area Field Supervisors

12-19-60

MARKETING ECONOMICS RESEARCH DIVISION

Redelegation of Authorities

The authorities listed in Section VI of this Instruction are redelegated to the officials designated below and to those acting in their stead. The redelegation for certain authorities is subject to limitations cited in the Instruction, in this Exhibit, and in Exhibit B.

Exceptions:

Authority to sign SF-52's is redelegated only to the Administrative Officer, Marketing Research Program,

-except as indicated under Field, below.-

*

Authority to order or approve occasional and irregular overtime is not redelegated.

-Redelegation to the Agricultural Economists indicated under Field below, includes only the authority to authorize, direct, and approve travel.-

*

*

*

Washington:

Branch Chiefs

Section Heads

Administrative Officer, Marketing Research Program

Division Administrative Officer

Field:

Field Station Leaders at:

Tucson, Arizona

Berkeley, California

Denver, Colorado

Gainesville, Florida

St. Paul, Minnesota

Stoneville, Mississippi

Durham, New Hampshire

Clemson, South Carolina

-Authority to sign SF-52's involving separation of employees under their jurisdiction is redelegated to Field Station Leaders at all of the above locations except St. Paul, Minnesota; and Durham, New Hampshire.-

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*

Field (Cont.):

- * *-Agricultural Economists at:
- * Fort Collins, Colorado
- * Athens, Georgia
- * Griffin, Georgia
- * Lafayette, Indiana
- * Ames, Iowa
- * Raleigh, North Carolina
- * Stillwater, Oklahoma
- * Corvallis, Oregon
- * Knoxville, Tennessee
- * College Station, Texas-*

MARKET QUALITY RESEARCH DIVISION

Redelegation of Authorities

The authorities listed in Section VI of this Instruction are redelegated to the officials designated below and to those acting in their stead. The redelegation for certain authorities is subject to limitations cited in the Instruction, in this Exhibit, and in Exhibit B.

Exception:

Authority to sign SF-52's is redelegated only to the
Administrative Officer, Marketing Research Program,
-except as indicated under Field, below.-

*

Washington:

Deputy Director

Branch Chiefs

Administrative Officer, Marketing Research Program

Division Administrative Officer

Field:

Field Station Leaders

*-Authority to sign SF-52's involving separation of
employees under their jurisdiction is redelegated
to all Field Station Leaders except those at Watseka,
Illinois; Presque Isle, Maine; E. Lansing, Michigan;
and Raleigh, North Carolina.-*

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MARKET QUALITY RESEARCH DIVISION

Redelegation of Authorities

The authorities listed in Section VI of this Instruction are re-delegated to the officials designated below and to those acting in their stead. The redelegation for certain authorities is subject to limitations cited in the Instruction, in this Exhibit, and in Exhibit B.

Washington:

Deputy Director

Branch Chiefs

Administrative Officer

Field:

Field Station Leaders

Exception:

Authority to sign SF-52's involving separation of employees under their jurisdiction is redelegated to all Field Station Leaders except those at Watseka, Illinois; Presque Isle, Maine; E. Lansing, Michigan; and Raleigh, North Carolina.

PACKERS AND STOCKYARDS DIVISION

Redelegation of Authority

The authorities listed in Section VI of this Instruction are redelegated to the officials designated below:

Washington:

Assistant to the Director

The authorities listed below, as cited in Section VI of this Instruction, are redelegated to the Administrative Assistant, Administrative Group:

Administratively approve travel vouchers (Section VI C 1).

Purchase necessary equipment, materials, and supplies (Section VI G).

Sign SF-52's, Requests for Personnel Action (Section VI I).

TRANSPORTATION AND FACILITIES RESEARCH DIVISION

Redelegation of Authorities

The authorities listed in Section VI of this Instruction are redelegated to the officials designated below and to those acting in their stead. The redelegation for certain authorities is subject to limitations cited in the Instruction, in this Exhibit, and in Exhibit B.

Exceptions:

Authority to sign SF-52's is redelegated only to the Administrative Officer, Marketing Research Program,

-except as indicated immediately below:-

*

Redelegation to the Field Station Leaders indicated includes only authority to:

Authorize and approve travel;

Administratively approve vouchers;

Approve applications for advances of funds;

Purchase necessary equipment, materials, and supplies and incur other necessary station expenses; and

-Sign SF-52's involving separation of employees under their jurisdiction.-

*

*

Washington:

Deputy Director

Administrative Officer, Marketing Research Program

Division Administrative Officer

Field:

Field Station Leaders - Handling and Facilities Research Branch

- Transportation Research Branch

- Wholesaling and Retailing Research Branch

TRANSPORTATION AND FACILITIES RESEARCH DIVISION

Redelegation of Authorities

The authorities listed in Section VI of this Instruction are re-delegated to the officials designated below and to those acting in their stead. The redelegation for certain authorities is subject to limitations cited in the Instruction, in this Exhibit, and in Exhibit B.

Exception:

Redelegation to the Field Station Leaders indicated includes only authority to:

- Authorize and approve travel;
- Administratively approve vouchers;
- Approve applications for advances of funds;
- Purchase necessary equipment, materials, and supplies and incur other necessary station expenses; and
- Sign SF-52's involving separation of employees under their jurisdiction.

Washington:

Deputy Director

Administrative Officer

Field:

Field Station Leaders - Handling and Facilities Research Branch
- Transportation Research Branch
- Wholesaling and Retailing Research Branch

AMS Per Diem and Mileage Allowances

Part I - Per Diem

A Per Diem Allowances. The following per diem allowances are prescribed for travel within AMS. These allowances shall apply except (1) where AMS Instruction 467-3 (Section VI) prescribes a mandatory rate of per diem or provides special per diem allowances for certain individuals or under certain circumstances, or (2) where the Administrator has approved an exception for a particular division. *-Computation of per diem is subject to regulations set forth in AMS Instruction 467-3, Section XII.-*

*
*
*

1 Within the Continental United States.^{1/}

a Per diem based on travel cost patterns, determined in accordance with AMS Instruction 467-3, at the rates shown below:

Length of stay at one location	Travel Cost Patterns		
	High Cost	Medium Cost	Low Cost
While traveling and first 15 days	\$14.00	\$12.00	\$10.00
Thereafter	12.00	9.00	8.00

b *-Per diem at the rate of \$8 for travel periods of less than 24 hours when lodging costs are not incurred, except that no per diem shall be allowed for such travel when the official who authorizes and directs the travel determines that the circumstances affecting the travel do not justify allowance of per diem.-*

*
*
*
*
*

^{1/} Continental United States means the former 48 States and the District of Columbia.

AMS INSTRUCTION 106-2
EXHIBIT B

Part I - Per Diem (Con.)

(A)

2 Outside the Continental United States. Per diem for travel within a locality beyond the limits of the continental United States and for travel between the continental United States and a locality beyond or between such localities, in accordance with the provisions of the Standardized Government Travel Regulations (Sections 6.2b and 6.2c). *-Per diem for travel periods of less than 24 hours when lodging costs are not incurred, at one-half the prescribed rate.-*

B Per Diem Allowances Authorized by Divisions.

1 The per diem allowances authorized by individual AMS divisions are shown in a series of numbered Exhibits C. The allowances are indicated by showing the pattern or patterns of travel assigned within the division. Where the Administrator has approved an exception to the rule of assignment, the approved rates are shown in lieu of a pattern of travel.

2 As used in Exhibits C, the term "Washington" is applicable to National office employees; the term "Field" is applicable to all employees other than National office employees.

Part II - Mileage

A *-Mileage Allowances Prescribed for Travel by Privately Owned Automobile.

1 Within the Continental United States.

a In Lieu of Common Carrier at Personal Preference of Employee.

(1) Six cents per mile when distance between duty points is 1,500 miles or less. Such mileage rate is in lieu of all transportation costs, including parking fees, ferry fares, and bridge, road, and tunnel tolls.

Part II - Mileage (Con.)

(A 1 a)

(2) Nine cents per mile plus parking fees, ferry fares, and bridge, road, and tunnel tolls when distance between duty points is more than 1,500 miles. Such allowance is limited to the constructive cost of common carrier transportation, including the usual taxi fares to and from common carrier terminals, computed as prescribed in AMS Instruction 467-6, Mileage Allowances for Use of Privately Owned Vehicles, Section IV A.-*

b *-In Lieu of Government-Owned Vehicle.-* When use of a motor vehicle is required in the regular course of an employee's work and the employee requests, and is authorized, to use his privately owned automobile in lieu of an available Government owned vehicle, including a motor pool vehicle, the use of which the authorizing official determines to be practical: 9 cents per mile for the first 1,000 miles in any one calendar month and 6 cents per mile for all miles in excess of 1,000 miles in any one such month. *-These rates are applicable regardless of whether the employee travels alone or is accompanied by one or more employees on official business.-* (However, miles driven at the personal preference of the employee at the 6 *-or 9-* cent rate prescribed for use of privately owned automobile in lieu of common carrier shall be excluded.) Reimbursement for the cost of automobile parking fees, ferry fares, and bridge, road, and tunnel tolls shall be allowed in addition to the reimbursement on a mileage basis.

c *-When Determined To Be Advantageous to the Government. Nine cents per mile plus parking fees, ferry fares, and bridge, road, and tunnel tolls.

d In Lieu of Taxi to and From Terminal. Ten cents per mile, not in excess of allowable taxi fare, in accordance with the provisions of AMS Instruction 467-6, Section IV G.

Part II - Mileage (Con.)

(A 1)

* e Government Employee Witness. Ten cents per mile for
* travel of a Government employee witness who is summoned to
* and attends on behalf of the United States in cases before
* United States courts or at hearings the Department of Agri-
* culture or another Department is authorized by law to hold
* and to which it is authorized by law to subpoena witnesses.-*

2 Outside the Continental United States. Ten cents per mile
except that a higher rate, not in excess of twelve cents, may be
authorized when approved by the Administrator.

* B *-Mileage Allowances Prescribed for Privately Owned Vehicles Other
* Than Automobiles.-*

1 Privately Owned Airplanes. Twelve cents per mile.

2 Privately Owned Motorcycles. Five cents per mile.

C Mileage Allowances Authorized by Divisions. The mileage allowances
prescribed above are prescribed for travel by all employees and are not
subject to adjustment. Individual division Exhibits C therefore provide
that mileage is authorized as prescribed in this Exhibit.

AREA ADMINISTRATIVE DIVISIONS

Redelegation of Authorities

The authorities listed below are redelegated to the officials occupying or acting in the positions designated.

Eastern Area Administrative Division:

The authority to administratively approve vouchers (Section VII C):

Branch Chiefs

The authority to purchase necessary equipment, materials, and supplies (Section VII G):

Chief, Administrative Services Branch

Central Area Administrative Division:

The authority to administratively approve vouchers except travel vouchers (Section VII C 2):

Chief, Budget and Finance Branch

The authority to purchase necessary equipment, materials, and supplies (Section VII G):

Chief, Administrative Services Branch

Procurement and Property Officer, Administrative Services Branch

Western Area Administrative Division:

The authority to administratively approve vouchers except travel vouchers (Section VII C):

Chief, Budget and Finance Branch

The authority to purchase necessary equipment, materials, and supplies (Section VII G):

Chief, Administrative Services Branch

Procurement and Property Officer, Administrative Services Branch

AREA ADMINISTRATIVE DIVISIONS

Per Diem Allowances

Travel Cost
Patterns Assigned

All Travelers

High Cost

Mileage Allowances

The maximum mileage allowances shown on Exhibit B, Part II, apply with no exceptions.

/s/ James R. Roberts
Director, EAAD

/s/ Maurice P. Ward
Director, CAAD

/s/ Paul A. Auge
Director, WAAD

COTTON DIVISION

Redelegation of Authorities

The authorities listed in Section VII of this Instruction are redelegated to the officials occupying or acting in the positions designated below. The redelegation for certain authorities is subject to exceptions and limitations cited in the Instruction, in this Exhibit, and in Exhibit A.

Washington:

Deputy Directors
Assistant to Director
Administrative Officer
Branch Chiefs

Field:

Area Managers
Heads of Field Sections
Officers in Charge of Testing Laboratories
Officers in Charge - Classing Offices

Exceptions and Limitations:

Redelegation to Officers in Charge - Classing Offices includes only the authorities listed below, subject to the limitations stated:

Purchase necessary equipment, materials, and supplies (Section VII G).

Limitation: As established by the Area Manager.

Effect temporary appointments under the L/A employment procedure (Section VII H).

Limitation: Appointments of Laborers and Clerks, GS-2, not to exceed 6 months for a single cotton classing season. All such appointments shall be made under Schedule A 6.111 (h) (3) pursuant to which laborers may not work more than 160 days in the service year and clerks not more than 130 days in the service year.

Order or approve occasional and irregular overtime (Section VII K).

Limitation: This authority is to approve overtime and holiday work previously ordered by the Area Manager.

COTTON DIVISION

Per Diem Allowances

<u>Location of Travelers</u>	<u>Travel Cost Patterns Assigned</u>
Washington: <u>1/</u>	High Cost
Field:	
<u>Office of Area Manager and Field Sections</u> <u>1/</u>	High Cost
<u>Personnel of Testing Laboratories</u>	Medium Cost
<u>Personnel of Classing Offices</u>	Low Cost

Exception:

- 1/ An employee detailed to a laboratory or classing office for a period in excess of 10 days is authorized per diem at the rates prescribed for testing laboratory and classing office personnel.

Mileage Allowances

The maximum mileage allowances shown on Exhibit B, Part II, apply with no exceptions.

/s/ E. J. Overby
Director, Cotton Division

DAIRY DIVISION

Redelegation of Authorities

The authorities listed in Section VII of this Instruction are redelegated to the officials occupying or acting in the positions designated below. The redelegation for certain authorities is subject to exceptions and limitations cited in the Instruction, in this Exhibit, and in Exhibit A.

Washington:

Deputy Director
Administrative Officer

Field:

Area Supervisors - Inspection and Grading Branch
- Market News Branch

Chemist in Charge - Inspection and Grading Branch Laboratory
Officers in Charge - Market News Field Offices

Exceptions and Limitations:

Redelegation to Officers in Charge - Market News Field Offices does not include authority to:

Order or approve occasional and irregular overtime (Section VII K), and

Order or approve holiday work (Section VII L).

Authority to sign SF-52's, Requests for Personnel Action, redelegated to the field officials designated below, is subject to the following limitation:

SF-52's, involving appointments, promotions, and reassignments shall be initiated only after prior approval is obtained from the Washington Administrative Officer.

DAIRY DIVISION

Per Diem Allowances

<u>Location of Travelers</u>	<u>Travel Cost Patterns Assigned</u>
Washington:	High Cost
Field:	
<u>Market News Branch</u>	
Area Supervisors	High Cost
Officer-in-Charge, National Reports Office	High Cost
All Other	Medium Cost
<u>Inspection and Grading Branch</u>	
Area Supervisors	High Cost
Chemist-in-Charge, Laboratory	High Cost
Assistant Area Supervisors	Medium Cost
Assistant Chemists-in-Charge, Laboratory	Medium Cost
Supervisory Agricultural Commodity Graders	Medium Cost
All Other	Low Cost

Mileage Allowances

The maximum mileage allowances shown on Exhibit B, Part II, apply except as follows:

Seven cents per mile is authorized an employee for travel by privately owned automobile when employee prefers to use his own automobile in lieu of available GSA Motor Pool Vehicle. (Per diem for such travel will be based on actual travel time.)

/s/ J. C. Blum
Director, Dairy Division

FOOD DISTRIBUTION DIVISION

Redelegation of Authorities

The authorities listed in Section VII of this Instruction are redelegated to the officials occupying or acting in the positions designated below. The redelegation for certain authorities is subject to exceptions and limitations cited in the Instruction, in this Exhibit, and in Exhibit A.

Washington:

Deputy Directors
Administrative Officer

Field:

Area Field Supervisors
Assistant Area Field Supervisors
Heads of Sub-Area Offices in Memphis, Tennessee, and Puerto Rico
-Program Head for Direct Distribution, Atlanta, Georgia- *

Exceptions:

Redelegation to Assistant Area Field Supervisors and to the Head of the Sub-Area Office in Puerto Rico includes only authority to administratively approve travel vouchers (Section VII C 1).

Redelegation to the Head of the Sub-Area Office in Memphis, Tennessee, includes only the authority to:

Administratively approve travel vouchers (Section VII C 1).

-Effect temporary appointments under the L/A employment procedure (Section VII H).- *

-Redelegation to the Program Head for Direct Distribution, Atlanta, Georgia, includes only authority to effect temporary appointments under the L/A employment procedure (Section VII H).- *

FOOD DISTRIBUTION DIVISION

Per Diem Allowances

Location of Travelers

Travel Cost
Patterns Assigned

Washington: ☐

Field: ☐

High Cost

Mileage Allowances

The maximum mileage allowances shown on Exhibit B, Part II, apply with no exceptions.

/s/ Howard P. Davis
Director, Food Distribution Division

GRAIN DIVISION

Redelegation of Authorities

The authorities listed in Section VII of this Instruction are redelegated to the officials occupying or acting in the positions designated below. The redelegation for certain authorities is subjected to limitations cited in the Instruction and in Exhibit A.

Washington:

Deputy Director
Administrative Officer
Branch Chiefs

Field:

Chairmen, Board of Appeals and Review

Area Offices

Area Supervisor, Inspection Branch
Area Supervisor, Market News Branch

Seed Branch

In Charge, Field Offices

District and Field Offices

In Charge, Inspection Branch District Offices
In Charge, Market News Branch Field Offices

GRAIN DIVISION

Per Diem Allowances

<u>Location of Travelers</u>	<u>Travel Cost Patterns Assigned</u>
Washington:	High Cost
Field:	
Board of Appeals and Review	High Cost
Area Offices:	
Inspection Branch	High Cost
Market News Branch	High Cost
Seed Branch Field Offices	High Cost
Inspection Branch District Offices	Medium Cost
Market News Branch Field Offices	Medium Cost
Canada: \$15 (10 days) \$12 (10 days) \$10 (thereafter)	

Mileage Allowances

The maximum mileage allowances shown on Exhibit B, Part II, apply with no exceptions.

/s/ W. A. Davidson
Director, Grain Division

INTERNAL AUDIT DIVISION

Redelegation of Authorities

The authorities listed in Section VII of this Instruction are redelegated to the officials occupying or acting in the positions designated below. The redelegation for certain authorities is subject to exceptions and limitations cited in the Instruction, in this Exhibit, and in Exhibit A.

Washington:

Deputy Director
Administrative Officer
Chief Auditor
Chief Investigator

Field:

Area Office Chiefs
Auditor in Charge (or Supervisory Auditor), Area Offices
Investigator in Charge (or Supervisory Investigator), Area Offices
Administrative Assistant, Area Offices
Supervisory Auditor, Dallas Suboffice

Specific Redelegation. The authority to authorize and approve travel and transportation expenses of subordinates incident to permanent change of official station to or from a previously established suboffice within the territory of jurisdiction is specifically redelegated to Area Office Chiefs.

Exceptions and Limitations:

Redelegation to the Chief Auditor, Chief Investigator, Auditor in Charge (or Supervisory Auditor), and Investigator in Charge (or Supervisory Investigator) includes only the authority to administratively approve travel vouchers (Section VII C 1) of auditors and investigators under their respective jurisdictions.

Redelegation to Administrative Assistants, Area Offices, and Supervisory Auditor, Dallas Suboffice, includes only the authority to purchase necessary equipment, materials, and supplies (Section VII G). This authority is limited to purchasing expendable equipment, materials, and supplies and ordering equipment repairs and reproduction services.

INTERNAL AUDIT DIVISION

Per Diem Allowances

Location of Travelers

Travel Cost
Patterns Assigned

Washington:]

Field:]

High Cost

Mileage Allowances

The maximum mileage allowances shown on Exhibit B, Part II, apply with no exceptions.

/s/ Donald A. Russell
Director, Internal Audit Division

MATCHING FUND PROGRAM

Redelegation of Authorities

No redelegations are made of the authorities delegated in this Instruction.

MATCHING FUND PROGRAM

Per Diem Allowances

Travel Cost
Pattern Assigned

All Travelers:

High Cost

Mileage Allowances

The maximum mileage allowances shown on Exhibit B, Part II, apply with no exceptions.

/s/ William C. Crow
Acting Director, Matching Fund Program

LIVESTOCK DIVISION

Redelegation of Authorities

The authorities listed in Section VII of this Instruction are redelegated to the officials occupying or acting in the positions designated below. The redelegation for certain authorities is subject to exceptions and limitations cited in the Instruction, in this Exhibit, and in Exhibit A.

Washington:

Deputy Directors
Assistant to Director
Administrative Officer
Branch Chiefs
Administrative Assistants, Administrative Group

Field:

Area Supervisors - Market News Branch
National Technical Supervisors - Meat Grading Branch
Officers in Charge of various program activities in field
offices of - Market News Branch
 - Meat Grading Branch
 - Standardization Branch
Veterinarians

Exception:

Redelegation to Administrative Assistants, Administrative Group, includes only the authority to:

Administratively approve travel vouchers (Section VII C).

Purchase necessary equipment, materials, and supplies (Section VII G).

Sign SF-52's, Requests for Personnel Action (Section VII I).

LIVESTOCK DIVISION

Per Diem Allowances

<u>Location of Travelers</u>	<u>Travel Cost Patterns Assigned</u>
Washington: <u>1/</u>	High Cost
Field: <u>1/</u>	
Area Market News Supervisors	High Cost
National Technical Supervisors and Veterinarians	High Cost
All Others ^{2/} <u>3/</u>	Medium Cost

Exceptions:

General

- 1/ For attendance at a formally organized Branch correlation meeting, Inter-Branch meeting, or Division meeting, a uniform rate of per diem in a cost pattern compatible with the site of the meeting will be established by the Division Director.

Field

- 2/ An employee detailed to Washington shall be assigned to the High Cost pattern for the duration of the assignment.
- 3/ GS-5 trainees detailed to a station longer than 60 days shall be allowed a per diem rate of \$5 after 60 days.

Mileage Allowances

The maximum mileage allowances shown on Exhibit B, Part II apply except as follows:

When the use of a privately owned automobile is determined to be advantageous to the Government, eight cents per mile is authorized for the first 1,200 miles in any one month and six cents per mile for mileage in excess of 1,200 miles in any one month. This limitation does not apply to that mileage involved when two or more employees travel on official business in the same privately owned automobile.

/s/ David M. Pettus
Director, Livestock Division

MANAGEMENT DIVISIONS

Redelegation of Authorities

The authorities listed below are redelegated to the Administrative Officer of the division shown and to anyone acting in this position.

Administrative Services Division.

Purchase necessary equipment, materials, and supplies and incur other necessary station expenses (Section VII G).

Sign SF-52's, Requests for Personnel Action (Section VII I).

Budget and Finance Division.

Purchase necessary equipment, materials, and supplies and incur other necessary station expenses (Section VII G).

Personnel Division.

Administratively approve vouchers (Section VII C).

Purchase necessary equipment, materials, and supplies and incur other necessary station expenses (Section VII G).

MANAGEMENT DIVISIONS

Per Diem Allowances

Travel Cost
Patterns Assigned

Administrative Services:

Budget and Finance:

Personnel:

All Travelers

High Cost

Exception:

When employees of the Personnel Division travel in rural areas on recruitment assignments, per diem rates prescribed for the Medium Cost pattern shall apply.

Mileage Allowances

The maximum mileage allowances shown on Exhibit B, Part II, apply with no exceptions.

/s/ L. Kenneth Wright
Director, Administrative Services Division

/s/ Arthur J. Holmaas
Director, Budget and Finance Division

/s/ William C. Iaxton
Director, Personnel Division

MARKETING INFORMATION DIVISION

Redelegation of Authorities

The authorities listed in Section VII of this Instruction are redelegated to the officials occupying or acting in the positions designated below. The redelegation for certain authorities is subject to limitations cited in the Instruction, in this Exhibit, and in Exhibit A.

Washington:

Deputy Director
Administrative Officer

Field:

Chiefs of Area Offices

Limitations:

Redelegation to Chiefs of Area Offices is subject to the following limitations:

Authority to authorize, direct, and approve official travel (Section VII A) is limited to travel within the limits of the continental United States.

Authority to sign SF-52's, Requests for Personnel Action (Section VII I), is limited to grades up to and including GS-9.

MARKETING INFORMATION DIVISION

Per Diem Allowances

<u>Location of Travelers</u>	<u>Travel Cost Patterns Assigned</u>
Washington:	High Cost
Field:	High Cost

Mileage Allowances

The maximum mileage allowances shown on Exhibit B, Part II, apply with no exceptions.

/s/ Franklin Thackrey
Director, Marketing Information Division

MARKET QUALITY RESEARCH DIVISION

Redelegation of Authorities

The authorities listed in Section VII of this Instruction are re-delegated to the officials occupying or acting in the positions designated below. The redelegation for certain authorities is subject to exceptions and limitations cited in the Instruction, in this Exhibit, and in Exhibit A.

Washington:

Deputy Director
Branch Chiefs
Administrative Officer

Field:

Field Station Leaders

Exception:

Authority to sign SF-52's, Requests for Personnel Action, involving separation of employees under their jurisdiction is redelegated to all Field Station Leaders except those at Watseka, Illinois; Presque Isle, Maine; E. Lansing, Michigan; and Raleigh, North Carolina.

MARKET QUALITY RESEARCH DIVISION

<u>Location of Travelers</u>	<u>Per Diem Allowances</u>	<u>Travel Cost Patterns Assigned</u>
Washington:]		
Field:]		High Cost

Mileage Allowances

The maximum mileage allowances shown on Exhibit B, Part II, apply with no exceptions.

/s/ William T. Pentzer
Director, Market Quality Research Division

OFFICE OF THE ADMINISTRATOR

Redelegation of Authorities

No redelegations are made of the authorities delegated in this Instruction.

OFFICE OF THE ADMINISTRATOR

Per Diem Allowances

Travel Cost
Patterns Assigned

All Travelers

High Cost

Mileage Allowances

The maximum mileage allowances shown on Exhibit B, Part II, apply with no exceptions.

/s/ S. R. Smith
Administrator

PACKERS AND STOCKYARDS DIVISION

Redelegation of Authorities

The authorities listed in Section VII of this Instruction are redelegated to the officials occupying or acting in the positions designated below. The redelegation for certain authorities is subject to exceptions and limitations cited in the Instruction, in this Exhibit, and in Exhibit A.

Washington:

Deputy Directors
Assistant to the Director
Administrative Officer
Branch Chiefs
Administrative Assistant, Administrative Group

Field:

District Supervisors
Officer in Charge - Engineering Office, Kansas City, Missouri

Exception:

Redelegation to the Administrative Assistant, Administrative Group, includes only the authority to:

Administratively approve travel vouchers (Section VII C).
Purchase necessary equipment, materials, and supplies (Section VII G).
Sign SF-52's, Requests for Personnel Action (Section VII I).

PACKERS AND STOCKYARDS DIVISION

Per Diem Allowances

<u>Location of Travelers</u>	<u>Travel Cost Patterns Assigned</u>
Washington:	High Cost
Field:	Medium Cost

Mileage Allowances

The maximum mileage allowances shown on Exhibit B, Part II, apply with no exceptions.

/s/ Clarence H. Girard
Director, Packers and Stockyards
Division

POULTRY DIVISION

Redelegation of Authorities

The authorities listed in Section VII of this Instruction are redelegated to the officials occupying or acting in the positions designated below. The redelegation for certain authorities is subject to limitations cited in the Instruction in this Exhibit, and in Exhibit A.

Washington:

Deputy Director
Assistant to Director
Administrative Officer

Field:

Area Supervisors - Inspection Branch
- Grading Branch

Redelegations below the level of Area Supervisors are set forth in PY Instruction 106-1.

POULTRY DIVISION

Per Diem Allowances

<u>Location of Travelers</u>	<u>Travel Cost Patterns Assigned</u>
Washington:	High Cost
Field:	
Area Supervisors	High Cost
Assistant Area Supervisors	High Cost
Area Administrative and Clerical Staff	Medium Cost
Regulatory Inspectors	High Cost
Area Technical Supervisors	Medium Cost
Federal-State Supervisors	Medium Cost
Assistant Federal-State Supervisors	Medium Cost
Members of the weight teams	Medium Cost
All Others ^{1/}	Low Cost

Exception:

- 1/ Graders temporarily assigned to Chicago or New York shall be reimbursed at the maximum rate for the medium cost travel pattern (\$12.00) up to 30 days and at the rate of \$8 thereafter.

Mileage Allowances

The maximum mileage allowances shown on Exhibit B, Part II, apply with no exceptions.

/s/ H. I. Miller
Director, Poultry Division

SPECIAL SERVICES DIVISION

Redelegation of Authorities

The authorities listed in Section VII of this Instruction are redelegated to the officials occupying or acting in the positions designated below. The redelegation for certain authorities is subject to exceptions and limitations cited in the Instruction, in this Exhibit, and in Exhibit A.

Washington:

Assistant to Director
Branch Chiefs
Administrative Officer

Field:

Officers in Charge of Field Offices - U. S. Warehouse Act Branch

Exceptions and Limitations:

Redelegation to Branch Chiefs includes only the authority to administratively approve travel vouchers (Section VII C 1).

Redelegation to Officers in Charge of Field Offices is subject to the following limitations:

Authority to sign SF-52's, Requests for Personnel Action (Section VII I), is limited to personnel actions for field Personnel up to and including GS-4.

Authority to effect temporary appointments under the L/A employment procedure (Section VII H) is limited to hiring emergency temporary clerical personnel.

Authority to order or approve occasional and irregular overtime (Section VII K) is limited to approval of overtime performed by warehouse examiners in travel status on Saturdays, provided the Officer in Charge is satisfied the work can be satisfactorily performed on Saturday, and compensatory time is claimed only for hours actually worked and not for travel time outside regular hours of duty. All other overtime is subject to prior approval of the Director.

SPECIAL SERVICES DIVISION

<u>Location of Travelers</u>	<u>Per Diem Allowances</u>	<u>Travel Cost Patterns Assigned</u>
Washington:		High Cost
Field:		Medium Cost

Exceptions:

General

No per diem is allowable after 60 days at any one place at any one time unless specifically authorized by the Division Director or Administrative Officer.

Field

Maximum rate of \$14 may be allowed when the purpose of travel is attendance at meetings and workshops, or to perform duty at Washington, D. C.

Collaborators serving without compensation are authorized the same per diem allowance as regular employees.

Mileage Allowances

The maximum mileage allowances shown on Exhibit B, Part II, apply except as follows:

Field employees shall be allowed mileage at the rate of 7¢ when use of privately owned automobile is advantageous to the Government.

/s/ George A. Dice
Director, Special Services Division

TOBACCO DIVISION

Per Diem Allowances

<u>Location of Travelers</u>	<u>Travel Cost Patterns Assigned</u>
Washington:	High Cost
Field:	
District and Assistant District Supervisors	Medium Cost
Area and Assistant Area Supervisors	Medium Cost
Training and Assistant Training Supervisors	Medium Cost
Tobacco Market News Reporter-in-Charge	Medium Cost
Officer-in-Charge Naval Stores Market News	Medium Cost
All Other, except as shown below	Low Cost

Temporary and seasonal inspectors and graders traveling under P.L. 85-979 are authorized per diem at the following rates, subject to the provisions of Tobacco Division Memorandum No. 3 dated May 24, 1960:

- 1 Travel within their home belts: \$8 per day.
- 2 Travel outside their home belts: \$10 per day for the first 15 days and \$8 per day thereafter.
- 3 Travel when returning to their home belts: \$10 per day while traveling to the home belt and \$8 per day for travel within the home belt.

Mileage Allowances

The maximum allowances shown on Exhibit B, Part II, apply except as provided in Tobacco Division Memorandum No. 3 dated May 24, 1960.

/s/ Stephen E. Wrather
Director, Tobacco Division

TRANSPORTATION AND FACILITIES RESEARCH DIVISION

Redelegation of Authorities

The authorities listed in Section VII of this Instruction are redelegated to the officials occupying or acting in the positions designated below. The redelegation for certain authorities is subject to exceptions and limitations cited in the Instruction, in this Exhibit, and in Exhibit A.

Washington:

Deputy Director
Administrative Officer

Field:

Field Station Leaders - Handling and Facilities Research Branch
- Transportation Research Branch
- Wholesaling and Retailing Research Branch

Exceptions and Limitations:

Authority to sign SF-52's, Requests for Personnel Action (Section VII I), is redelegated only to the Administrative Officer, except as indicated below.

Redelegation to the Field Station Leaders indicated includes only the authorities listed below, subject to the limitations stated:

Authorize, direct, and approve official travel (Section VII A), within travel territories defined by the Division. Travel outside defined territories is subject to prior approval of the Division Director on Form AD-200, Request for Travel authorization or Amendment, submitted in duplicate through the Branch Chief.

Administratively approve vouchers (Section VII C).

Approve applications for advances of fund (Section VII D).

Purchase necessary equipment, materials, and supplies (Section VII G), limited to orders totaling less than \$100. Requisitions totaling \$100 or more must be submitted through the Branch Chief for approval by the Division Director.

Sign SF-52's (Section VII I), limited to actions involving separation of employees under their jurisdiction.

TRANSPORTATION AND FACILITIES RESEARCH DIVISION

Per Diem Allowances

<u>Location of Travelers</u>	<u>Travel Cost Patterns Assigned</u>
Washington:	High Cost
Field:	High Cost

Mileage Allowances

The maximum mileage allowances shown on Exhibit B, Part II, apply with no exceptions.

/s/ William C. Crow
Transportation and Facilities Research Division

FRUIT AND VEGETABLE DIVISION

Per Diem Allowances

<u>Location of Traveler</u>	<u>Travel Cost Patterns Assigned</u>
Washington: <u>1/</u>	High Cost
Field: <u>1/</u>	
Commodity Field Offices	High Cost
District Offices, Fresh and Processed Standardization and Inspection Branches	High Cost
Regulatory Field Offices	High Cost
Fresh and Processed Standardization and Inspection Field Offices (other than District Offices) <u>2/ 3/</u>	Medium Cost
Market News Field Offices <u>2/</u>	Medium Cost
Processed Inspection Commodity Graders on Temporary Detail <u>3/</u>	Low Cost

Exception:

General

- 1/ No per diem is allowed after 60 days at any one place at any one time, unless specifically authorized by the Division Director or Administrative Officer.

Field

- 2/ Travel to Washington, D. C. for meetings, conferences, or special assignments is High Cost travel and employees may be authorized per diem at the rates established for the High Cost travel pattern, subject to the 60-day limitation.
- 3/ Generally, Processed Commodity Graders, when on temporary detail, are authorized per diem only while traveling and for the first 25 days at any one place at any one time, at the rate of \$12 while en route, at the rate of \$10 for the first 15 days, and at the rate of \$8 for the next 10 days.

For mileage allowances see page 4.

Mileage Allowances

The maximum mileage allowances shown on Exhibit C, Part II, apply except as follows:

Processed Products Standardization and Inspection Branch

Six cents per mile is authorized an employee traveling alone from one point of temporary duty to another point of temporary duty, when the use of a privately owned automobile is determined to be advantageous to the Government. (Per diem for such travel is allowed on the basis of reasonable driving time.)

/s/ Floyd F. Hedlund
Director, Fruit and Vegetable Division

AREA ADMINISTRATIVE DIVISIONS

Redelegation of Authorities

The authorities listed below are redelegated to the officials occupying or acting in the positions designated.

Eastern Area Administrative Division:

The authority to administratively approve vouchers (Section VII C):

Branch Chiefs

The authority to purchase necessary equipment, materials, and supplies (Section VII G):

Chief, Administrative Services Branch

Central Area Administrative Division:

The authority to administratively approve vouchers except travel vouchers (Section VII C 2):

Chief, Budget and Finance Branch

The authority to purchase necessary equipment, materials, and supplies (Section VII G):

Chief, Administrative Services Branch

Procurement and Property Officer, Administrative Services Branch

Western Area Administrative Division:

The authority to administratively approve vouchers except travel vouchers (Section VII C):

Chief, Budget and Finance Branch

The authority to purchase necessary equipment, materials, and supplies (Section VII G):

Chief, Administrative Services Branch

Procurement and Property Officer, Administrative Services Branch

AREA ADMINISTRATIVE DIVISIONS

Per Diem Allowances

Travel Cost
Patterns Assigned

All Travelers

High Cost

Mileage Allowances

The maximum mileage allowances shown on Exhibit B, Part II, apply with no exceptions.

/s/ James R. Roberts
Director, EAAD

/s/ Maurice P. Ward
Director, CAAD

/s/ Paul A. Auge
Director, WAAD

COTTON DIVISION

Redelegation of Authorities

The authorities listed in Section VII of this Instruction are redelegated to the officials occupying or acting in the positions designated below. The redelegation for certain authorities is subject to exceptions and limitations cited in the Instruction, in this Exhibit, and in Exhibit A.

Washington:

Deputy Directors
Assistant to Director
Administrative Officer
Branch Chiefs

Field:

Area Managers
Heads of Field Sections
Officers in Charge of Testing Laboratories
Officers in Charge - Classing Offices

Exceptions and Limitations:

Redelegation to Officers in Charge - Classing Offices includes only the authorities listed below, subject to the limitations stated:

Purchase necessary equipment, materials, and supplies (Section VII G).

Limitation: As established by the Area Manager.

Effect temporary appointments under the L/A employment procedure (Section VII H).

Limitation: Appointments of Laborers and Clerks, GS-2, not to exceed 6 months for a single cotton classing season. All such appointments shall be made under Schedule A 6.111 (h) (3) pursuant to which laborers may not work more than 160 days in the service year and clerks not more than 130 days in the service year.

Order or approve occasional and irregular overtime (Section VII K).

Limitation: This authority is to approve overtime and holiday work previously ordered by the Area Manager.

COTTON DIVISION

Per Diem Allowances

<u>Location of Travelers</u>	<u>Travel Cost Patterns Assigned</u>
Washington: <u>1/</u>	High Cost
Field:	
<u>Office of Area Manager and Field Sections</u> <u>1/</u>	High Cost
<u>Personnel of Testing Laboratories</u>	Medium Cost
<u>Personnel of Classing Offices</u>	Low Cost

Exception:

- 1/ An employee detailed to a laboratory or classing office for a period in excess of 10 days is authorized per diem at the rates prescribed for testing laboratory and classing office personnel.

Mileage Allowances

The maximum mileage allowances shown on Exhibit B, Part II, apply with no exceptions.

/s/ E. J. Overby
Director, Cotton Division

Redelegation of Authorities

Washington:

Field:

Exceptions and Limitations:

Order or approve holiday work (Section VII L).

SF-52's, involving appointments, promotions, and reassignments shall be initiated only after prior approval is obtained from the Washington Administrative Officer.

DAIRY DIVISION

Per Diem Allowances

<u>Location of Travelers</u>	<u>Travel Cost Patterns Assigned</u>
Washington:	High Cost
Field:	
<u>Market News Branch</u>	
Area Supervisors	High Cost
Officer-in-Charge, National Reports Office	High Cost
All Other	Medium Cost
<u>Inspection and Grading Branch</u>	
Area Supervisors	High Cost
Chemist-in-Charge, Laboratory	High Cost
Assistant Area Supervisors	Medium Cost
Assistant Chemists-in-Charge, Laboratory	Medium Cost
Supervisory Agricultural Commodity Graders	Medium Cost
All Other	Low Cost

Mileage Allowances

The maximum mileage allowances shown on Exhibit B, Part II, apply except as follows:

Seven cents per mile is authorized an employee for travel by privately owned automobile when employee prefers to use his own automobile in lieu of available GSA Motor Pool Vehicle. (Per diem for such travel will be based on actual travel time.)

/s/ J. C. Blum
Director, Dairy Division

FOOD DISTRIBUTION DIVISION

Redelegation of Authorities

The authorities listed in Section VII of this Instruction are redelegated to the officials occupying or acting in the positions designated below. The redelegation for certain authorities is subject to exceptions and limitations cited in the Instruction, in this Exhibit, and in Exhibit A.

Washington:

Deputy Directors
Administrative Officer

Field:

Area Field Supervisors
Assistant Area Field Supervisors
Heads of Sub-Area Offices in Memphis, Tennessee, and Puerto Rico
-Program Head for Direct Distribution, Atlanta, Georgia.-

Exceptions:

Redelegation to Assistant Area Field Supervisors and to the Head of the Sub-Area Office in Puerto Rico includes only authority to administratively approve travel vouchers (Section VII C 1).

Redelegation to the Head of the Sub-Area Office in Memphis, Tennessee, includes only the authority to:

Administratively approve travel vouchers (Section VII C 1).

-Effect temporary appointments under the L/A employment procedure (Section VII H).-

-Redelegation to the Program Head for Direct Distribution, Atlanta, Georgia, includes only authority to effect temporary appointments under the L/A employment procedure (Section VII H).-

FOOD DISTRIBUTION DIVISION

Per Diem Allowances

Location of Travelers

Washington: ☐

Field: ☐

Travel Cost
Patterns Assigned

High Cost

Mileage Allowances

The maximum mileage allowances shown on Exhibit B, Part II, apply with no exceptions.

/s/ Howard P. Davis
Director, Food Distribution Division

GRAIN DIVISION

Redelegation of Authorities

The authorities listed in Section VII of this Instruction are redelegated to the officials occupying or acting in the positions designated below. The redelegation for certain authorities is subjected to limitations cited in the Instruction and in Exhibit A.

Washington:

Deputy Director
Administrative Officer
Branch Chiefs

Field:

Chairmen, Board of Appeals and Review

Area Offices

Area Supervisor, Inspection Branch
Area Supervisor, Market News Branch

Seed Branch

In Charge, Field Offices

District and Field Offices

In Charge, Inspection Branch District Offices
In Charge, Market News Branch Field Offices

GRAIN DIVISION

Per Diem Allowances

<u>Location of Travelers</u>	<u>Travel Cost Patterns Assigned</u>
Washington:	High Cost
Field:	
Board of Appeals and Review	High Cost
Area Offices:	
Inspection Branch	High Cost
Market News Branch	High Cost
Seed Branch Field Offices	High Cost
Inspection Branch District Offices	Medium Cost
Market News Branch Field Offices	Medium Cost
Canada: \$15 (10 days) \$12 (10 days) \$10 (thereafter)	

Mileage Allowances

The maximum mileage allowances shown on Exhibit B, Part II, apply with no exceptions.

/s/ W. A. Davidson
Director, Grain Division

INTERNAL AUDIT DIVISION

Redelegation of Authorities

The authorities listed in Section VII of this Instruction are redelegated to the officials occupying or acting in the positions designated below. The redelegation for certain authorities is subject to exceptions and limitations cited in the Instruction, in this Exhibit, and in Exhibit A.

Washington:

Deputy Director
Administrative Officer
Chief Auditor
Chief Investigator

Field:

Area Office Chiefs
Auditor in Charge (or Supervisory Auditor), Area Offices
Investigator in Charge (or Supervisory Investigator), Area Offices
Administrative Assistant, Area Offices
Supervisory Auditor, Dallas Suboffice

Specific Redelegation. The authority to authorize and approve travel and transportation expenses of subordinates incident to permanent change of official station to or from a previously established suboffice within the territory of jurisdiction is specifically redelegated to Area Office Chiefs.

Exceptions and Limitations:

Redelegation to the Chief Auditor, Chief Investigator, Auditor in Charge (or Supervisory Auditor), and Investigator in Charge (or Supervisory Investigator) includes only the authority to administratively approve travel vouchers (Section VII C 1) of auditors and investigators under their respective jurisdictions.

Redelegation to Administrative Assistants, Area Offices, and Supervisory Auditor, Dallas Suboffice, includes only the authority to purchase necessary equipment, materials, and supplies (Section VII G). This authority is limited to purchasing expendable equipment, materials, and supplies and ordering equipment repairs and reproduction services.

INTERNAL AUDIT DIVISION

Per Diem Allowances

Location of Travelers

Travel Cost
Patterns Assigned

Washington:

Field:

High Cost

Mileage Allowances

The maximum mileage allowances shown on Exhibit B, Part II, apply with no exceptions.

/s/ Donald A. Russell
Director, Internal Audit Division

MATCHING FUND PROGRAM

Redelegation of Authorities

No redelegations are made of the authorities delegated in this Instruction.

MATCHING FUND PROGRAM

Per Diem Allowances

Travel Cost
Pattern Assigned

All Travelers:

High Cost

Mileage Allowances

The maximum mileage allowances shown on Exhibit B, Part II, apply with no exceptions.

/s/ William C. Crow
Acting Director, Matching Fund Program

LIVESTOCK DIVISION
Redelegation of Authorities

The authorities listed in Section VII of this Instruction are redelegated to the officials occupying or acting in the positions designated below. The redelegation for certain authorities is subject to exceptions and limitations cited in the Instruction, in this Exhibit, and in Exhibit A.

Washington:

- Deputy Directors
- Assistant to Director
- Administrative Officer
- Branch Chiefs
- Administrative Assistants, Administrative Group

Field:

- Area Supervisors - Market News Branch
- National Technical Supervisors - Meat Grading Branch
- Officers in Charge of various program activities in field offices of
 - Market News Branch
 - Meat Grading Branch
 - Standardization Branch
- Veterinarians

Exception:

Redelegation to Administrative Assistants, Administrative Group,
includes only the authority to:

- Administratively approve travel vouchers (Section VII C).
- Purchase necessary equipment, materials, and supplies (Section VII G).
- Sign SF-52's, Requests for Personnel Action (Section VII I).

LIVESTOCK DIVISION

Per Diem Allowances

<u>Location of Travelers</u>	<u>Travel Cost Patterns Assigned</u>
Washington: <u>1/</u>	High Cost
Field: <u>1/</u>	
Area Market News Supervisors	High Cost
National Technical Supervisors and Veterinarians	High Cost
All Others ^{2/} <u>3/</u>	Medium Cost

Exceptions:

General

- 1/ For attendance at a formally organized Branch correlation meeting, Inter-Branch meeting, or Division meeting, a uniform rate of per diem in a cost pattern compatible with the site of the meeting will be established by the Division Director.

Field

- 2/ An employee detailed to Washington shall be assigned to the High Cost pattern for the duration of the assignment.
- 3/ GS-5 trainees detailed to a station longer than 60 days shall be allowed a per diem rate of \$5 after 60 days.

Mileage Allowances

The maximum mileage allowances shown on Exhibit B, Part II apply except as follows:

When the use of a privately owned automobile is determined to be advantageous to the Government, eight cents per mile is authorized for the first 1,200 miles in any one month and six cents per mile for mileage in excess of 1,200 miles in any one month. This limitation does not apply to that mileage involved when two or more employees travel on official business in the same privately owned automobile.

/s/ David M. Pettus
Director, Livestock Division

MANAGEMENT DIVISIONS

Redelegation of Authorities

The authorities listed below are redelegated to the Administrative Officer of the division shown and to anyone acting in this position.

Administrative Services Division.

Purchase necessary equipment, materials, and supplies and incur other necessary station expenses (Section VII G).

Sign SF-52's, Requests for Personnel Action (Section VII I).

Budget and Finance Division.

Purchase necessary equipment, materials, and supplies and incur other necessary station expenses (Section VII G).

Personnel Division.

Administratively approve vouchers (Section VII C).

Purchase necessary equipment, materials, and supplies and incur other necessary station expenses (Section VII G).

MANAGEMENT DIVISIONS

Per Diem Allowances

Travel Cost
Patterns Assigned

Administrative Services:

Budget and Finance:

All Travelers

High Cost

Personnel:

Exception:

When employees of the Personnel Division travel in rural areas on recruitment assignments, per diem rates prescribed for the Medium Cost pattern shall apply.

Mileage Allowances

The maximum mileage allowances shown on Exhibit B, Part II, apply with no exceptions.

/s/ L. Kenneth Wright
Director, Administrative Services Division

/s/ Arthur J. Holmaas
Director, Budget and Finance Division

/s/ William C. Laxton
Director, Personnel Division

MARKETING INFORMATION DIVISION

Redelegation of Authorities

The authorities listed in Section VII of this Instruction are redelegated to the officials occupying or acting in the positions designated below. The redelegation for certain authorities is subject to limitations cited in the Instruction, in this Exhibit, and in Exhibit A.

Washington:

Deputy Director
Administrative Officer

Field:

Chiefs of Area Offices

Limitations:

Redelegation to Chiefs of Area Offices is subject to the following limitations:

Authority to authorize, direct, and approve official travel (Section VII A) is limited to travel within the limits of the continental United States.

Authority to sign SF-52's, Requests for Personnel Action (Section VII I), is limited to grades up to and including GS-9.

MARKETING INFORMATION DIVISION

Per Diem Allowances

<u>Location of Travelers</u>	<u>Travel Cost Patterns Assigned</u>
Washington:	High Cost
Field:	High Cost

Mileage Allowances

The maximum mileage allowances shown on Exhibit B, Part II, apply with no exceptions.

/s/ Franklin Thackrey
Director, Marketing Information Division

MARKET QUALITY RESEARCH DIVISION

Redelegation of Authorities

The authorities listed in Section VII of this Instruction are re-delegated to the officials occupying or acting in the positions designated below. The redelegation for certain authorities is subject to exceptions and limitations cited in the Instruction, in this Exhibit, and in Exhibit A.

Washington:

Deputy Director
Branch Chiefs
Administrative Officer

Field:

Field Station Leaders

Exception:

Authority to sign SF-52's, Requests for Personnel Action, involving separation of employees under their jurisdiction is redelegated to all Field Station Leaders except those at Watseka, Illinois; Presque Isle, Maine; E. Lansing, Michigan; and Raleigh, North Carolina.

MARKET QUALITY RESEARCH DIVISION

Per Diem Allowances

Location of Travelers

Travel Cost
Patterns Assigned

Washington:

Field:

High Cost

Mileage Allowances

The maximum mileage allowances shown on Exhibit B, Part II, apply with no exceptions.

/s/ William T. Pentzer
Director, Market Quality Research Division

OFFICE OF THE ADMINISTRATOR

Redelegation of Authorities

No redelegations are made of the authorities delegated in this Instruction.

OFFICE OF THE ADMINISTRATOR

Per Diem Allowances

Travel Cost
Patterns Assigned

All Travelers

High Cost

Mileage Allowances

The maximum mileage allowances shown on Exhibit B, Part II, apply with no exceptions.

/s/ S. R. Smith
Administrator

PACKERS AND STOCKYARDS DIVISION

Redelegation of Authorities

The authorities listed in Section VII of this Instruction are redelegated to the officials occupying or acting in the positions designated below. The redelegation for certain authorities is subject to exceptions and limitations cited in the Instruction, in this Exhibit, and in Exhibit A.

Washington:

Deputy Directors
Assistant to the Director
Administrative Officer
Branch Chiefs
Administrative Assistant, Administrative Group

Field:

District Supervisors
Officer in Charge - Engineering Office, Kansas City, Missouri

Exception:

Redelegation to the Administrative Assistant, Administrative Group, includes only the authority to:

Administratively approve travel vouchers (Section VII C).
Purchase necessary equipment, materials, and supplies (Section VII G).
Sign SF-52's, Requests for Personnel Action (Section VII I).

PACKERS AND STOCKYARDS DIVISION

Per Diem Allowances

Location of Travelers

Travel Cost
Patterns Assigned

Washington:

High Cost

Field:

Medium Cost

Mileage Allowances

The maximum mileage allowances shown on Exhibit B, Part II, apply with no exceptions.

/s/ Clarence H. Girard
Director, Packers and Stockyards
Division

POULTRY DIVISION

Redelegation of Authorities

The authorities listed in Section VII of this Instruction are redelegated to the officials occupying or acting in the positions designated below. The redelegation for certain authorities is subject to limitations cited in the Instruction in this Exhibit, and in Exhibit A.

Washington:

Deputy Director
Assistant to Director
Administrative Officer

Field:

Area Supervisors - Inspection Branch
- Grading Branch

Redelegations below the level of Area Supervisors are set forth in PY Instruction 106-1.

POULTRY DIVISION

Per Diem Allowances

<u>Location of Travelers</u>	<u>Travel Cost Patterns Assigned</u>
Washington:	High Cost
Field:	
Area Supervisors	High Cost
Assistant Area Supervisors	High Cost
Area Administrative and Clerical Staff	Medium Cost
Regulatory Inspectors	High Cost
Area Technical Supervisors	Medium Cost
Federal-State Supervisors	Medium Cost
Assistant Federal-State Supervisors	Medium Cost
Members of the weight teams	Medium Cost
All Others ^{1/}	Low Cost

Exception:

- 1/ Graders temporarily assigned to Chicago or New York shall be reimbursed at the maximum rate for the medium cost travel pattern (\$12.00) up to 30 days and at the rate of \$8 thereafter.

Mileage Allowances

The maximum mileage allowances shown on Exhibit B, Part II, apply with no exceptions.

/s/ H. I. Miller
Director, Poultry Division

SPECIAL SERVICES DIVISION

Redelegation of Authorities

The authorities listed in Section VII of this Instruction are redelegated to the officials occupying or acting in the positions designated below. The redelegation for certain authorities is subject to exceptions and limitations cited in the Instruction, in this Exhibit, and in Exhibit A.

Washington:

Assistant to Director
Branch Chiefs
Administrative Officer

Field:

Officers in Charge of Field Offices - U. S. Warehouse Act Branch

Exceptions and Limitations:

Redelegation to Branch Chiefs includes only the authority to administratively approve travel vouchers (Section VII C 1).

Redelegation to Officers in Charge of Field Offices is subject to the following limitations:

Authority to sign SF-52's, Requests for Personnel Action (Section VII I), is limited to personnel actions for field Personnel up to and including GS-4.

Authority to effect temporary appointments under the L/A employment procedure (Section VII H) is limited to hiring emergency temporary clerical personnel.

Authority to order or approve occasional and irregular overtime (Section VII K) is limited to approval of overtime performed by warehouse examiners in travel status on Saturdays, provided the Officer in Charge is satisfied the work can be satisfactorily performed on Saturday, and compensatory time is claimed only for hours actually worked and not for travel time outside regular hours of duty. All other overtime is subject to prior approval of the Director.

SPECIAL SERVICES DIVISION

<u>Per Diem Allowances</u>	
<u>Location of Travelers</u>	<u>Travel Cost Patterns Assigned</u>
Washington:	High Cost
Field:	Medium Cost

Exceptions:

General

No per diem is allowable after 60 days at any one place at any one time unless specifically authorized by the Division Director or Administrative Officer.

Field

Maximum rate of \$14 may be allowed when the purpose of travel is attendance at meetings and workshops, or to perform duty at Washington, D. C.

Collaborators serving without compensation are authorized the same per diem allowance as regular employees.

Mileage Allowances

The maximum mileage allowances shown on Exhibit B, Part II, apply except as follows:

Field employees shall be allowed mileage at the rate of 7¢ when use of privately owned automobile is advantageous to the Government.

/s/ George A. Dice
Director, Special Services Division

TOBACCO DIVISION

Per Diem Allowances

<u>Location of Travelers</u>	<u>Travel Cost Patterns Assigned</u>
Washington:	High Cost
Field:	
District and Assistant District Supervisors	Medium Cost
Area and Assistant Area Supervisors	Medium Cost
Training and Assistant Training Supervisors	Medium Cost
Tobacco Market News Reporter-in-Charge	Medium Cost
Officer-in-Charge Naval Stores Market News	Medium Cost
All Other, except as shown below	Low Cost

Temporary and seasonal inspectors and graders traveling under P.L. 85-979 are authorized per diem at the following rates, subject to the provisions of Tobacco Division Memorandum No. 3 dated May 24, 1960:

- 1 Travel within their home belts: \$8 per day.
- 2 Travel outside their home belts: \$10 per day for the first 15 days and \$8 per day thereafter.
- 3 Travel when returning to their home belts: \$10 per day while traveling to the home belt and \$8 per day for travel within the home belt.

Mileage Allowances

The maximum allowances shown on Exhibit B, Part II, apply except as provided in Tobacco Division Memorandum No. 3 dated May 24, 1960.

/s/ Stephen E. Wrather
Director, Tobacco Division

TRANSPORTATION AND FACILITIES RESEARCH DIVISION

Redelegation of Authorities

The authorities listed in Section VII of this Instruction are redelegated to the officials occupying or acting in the positions designated below. The redelegation for certain authorities is subject to exceptions and limitations cited in the Instruction, in this Exhibit, and in Exhibit A.

Washington:

Deputy Director
Administrative Officer

Field:

Field Station Leaders - Handling and Facilities Research Branch
- Transportation Research Branch
- Wholesaling and Retailing Research Branch

Exceptions and Limitations:

Authority to sign SF-52's, Requests for Personnel Action (Section VII I), is redelegated only to the Administrative Officer, except as indicated below.

Redelegation to the Field Station Leaders indicated includes only the authorities listed below, subject to the limitations stated:

Authorize, direct, and approve official travel (Section VII A), within travel territories defined by the Division. Travel outside defined territories is subject to prior approval of the Division Director on Form AD-200, Request for Travel authorization or Amendment, submitted in duplicate through the Branch Chief.

Administratively approve vouchers (Section VII C).

Approve applications for advances of fund (Section VII D).

Purchase necessary equipment, materials, and supplies (Section VII G), limited to orders totaling less than \$100. Requisitions totaling \$100 or more must be submitted through the Branch Chief for approval by the Division Director.

Sign SF-52's (Section VII I), limited to actions involving separation of employees under their jurisdiction.

TRANSPORTATION AND FACILITIES RESEARCH DIVISION

Per Diem Allowances

<u>Location of Travelers</u>	<u>Travel Cost Patterns Assigned</u>
Washington:	High Cost
Field:	High Cost

Mileage Allowances

The maximum mileage allowances shown on Exhibit B, Part II, apply with no exceptions.

/s/ William C. Crow
Transportation and Facilities Research Division

FRUIT AND VEGETABLE DIVISION

Per Diem Allowances

<u>Location of Traveler</u>	<u>Travel Cost Patterns Assigned</u>
Washington: <u>1/</u>	High Cost
Field: <u>1/</u>	
Commodity Field Offices	High Cost
District Offices, Fresh and Processed Standardization and Inspection Branches	High Cost
Regulatory Field Offices	High Cost
Fresh and Processed Standardization and Inspection Field Offices (other than District Offices) <u>2/ 3/</u>	Medium Cost
Market News Field Offices <u>2/</u>	Medium Cost
Processed Inspection Commodity Graders on Temporary Detail <u>3/</u>	Low Cost

Exception:

General

- 1/ No per diem is allowed after 60 days at any one place at any one time, unless specifically authorized by the Division Director or Administrative Officer.

Field

- 2/ Travel to Washington, D. C. for meetings, conferences, or special assignments is High Cost travel and employees may be authorized per diem at the rates established for the High Cost travel pattern, subject to the 60-day limitation.
- 3/ Generally, Processed Commodity Graders, when on temporary detail, are authorized per diem only while traveling and for the first 25 days at any one place at any one time, at the rate of \$12 while en route, at the rate of \$10 for the first 15 days, and at the rate of \$8 for the next 10 days.

For mileage allowances see page 4.

Mileage Allowances

The maximum mileage allowances shown on Exhibit C, Part II, apply except as follows:

Processed Products Standardization and Inspection Branch

Six cents per mile is authorized an employee traveling alone from one point of temporary duty to another point of temporary duty, when the use of a privately owned automobile is determined to be advantageous to the Government. (Per diem for such travel is allowed on the basis of reasonable driving time.)

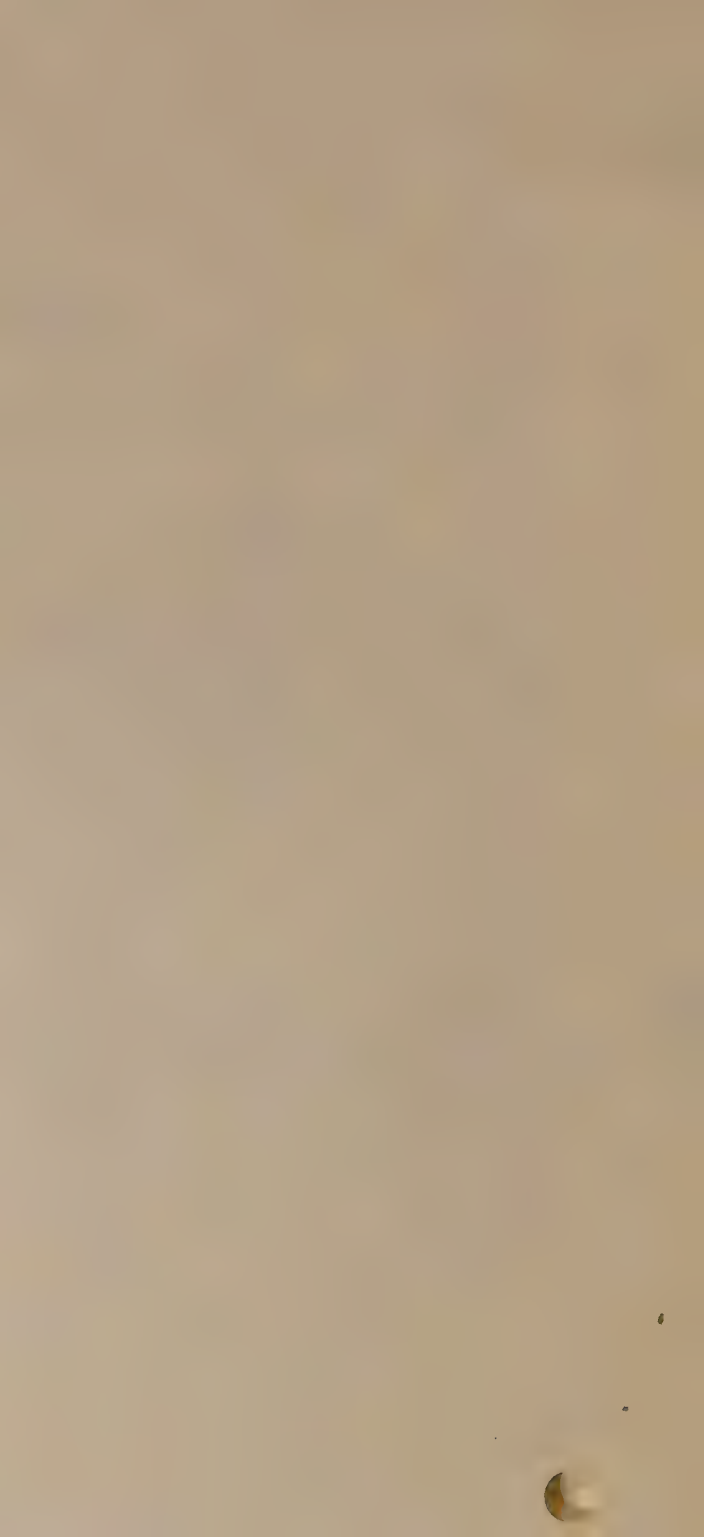
/s/ Floyd F. Hedlund
Director, Fruit and Vegetable Division

December 27, 1961

Effective 1-1-62 a change is made (indicated by asterisks) on page 2 of Exhibit C-2 to A.D Instruction 104-2, General Authorization. Please substitute the attached page for Exhibit C-2 now in the Instruction.

Procedures Branch
Administrative Services Division, AMS
Washington 25, D. C.

DISTRIBUTION: A, D, H, SI



COTTON DIVISION

Redelegation of Authorities

The authorities listed in Section VII of this Instruction are redelegated to the officials occupying or acting in the positions designated below. The redelegation for certain authorities is subject to exceptions and limitations cited in the Instruction, in this Exhibit, and in Exhibit A.

Washington:

Deputy Directors
Assistant to Director
Administrative Officer
Branch Chiefs

Field:

Area Managers
Heads of Field Sections
Officers in Charge of Testing Laboratories
Officers in Charge - Classing Offices

Exceptions and Limitations:

Redelegation to Officers in Charge - Classing Offices includes only the authorities listed below, subject to the limitations stated:

Purchase necessary equipment, materials, and supplies (Section VII G).

Limitation: As established by the Area Manager.

Effect temporary appointments under the L/A employment procedure (Section VII H).

Limitation: Appointments of Laborers and Clerks, GS-2, not to exceed 6 months for a single cotton classing season. All such appointments shall be made under Schedule A 6.111 (h) (3) pursuant to which laborers may not work more than 160 days in the service year and clerks not more than 130 days in the service year.

Order or approve occasional and irregular overtime (Section VII K).

Limitation: This authority is to approve overtime and holiday work previously ordered by the Area Manager.

COTTON DIVISION

Per Diem Allowances

<u>Location of Travelers</u>	<u>Travel Cost Patterns Assigned</u>
Washington: <u>1/</u>	High Cost
Field: <u>*-2/-*</u>	
<u>Office of Area Manager and Field Sections</u> <u>1/</u>	High Cost
<u>Personnel of Testing Laboratories</u>	Medium Cost
<u>Personnel of Classing Offices</u>	Low Cost

Exception:

- 1/ An employee detailed to a laboratory or classing office for a period in excess of 10 days is authorized per diem at the rates prescribed for testing laboratory and classing office personnel.
- *-2/ An employee detailed to Washington, D. C., is authorized per diem at \$14 while traveling and for the first 15 days and \$9 thereafter. -*

Mileage Allowances

The maximum mileage allowances shown on Exhibit B, Part II, apply with no exceptions.

/s/ E. J. Overby
Director, Cotton Division

COTTON DIVISION

Redelegation of Authorities

The authorities listed in Section VII of this Instruction are redelegated to the officials occupying or acting in the positions designated below. The redelegation for certain authorities is subject to exceptions and limitations cited in the Instruction, in this Exhibit, and in Exhibit A.

Washington:

Deputy Directors
Assistant to Director
Administrative Officer
Branch Chiefs

Field:

Area Managers
Heads of Field Sections
Officers in Charge of Testing Laboratories
Officers in Charge - Classing Offices

Exceptions and Limitations:

Redelegation to Officers in Charge - Classing Offices includes only the authorities listed below, subject to the limitations stated:

Purchase necessary equipment, materials, and supplies (Section VII G).

Limitation: As established by the Area Manager.

Effect temporary appointments under the short-term employment procedure (Section VII H).

Limitation: Appointments of Laborers and Clerks, GS-2, not to exceed 6 months for a single cotton classing season. All such appointments shall be made under Schedule A 6.111 (h) (3) pursuant to which laborers may not work more than 160 days in the service year and clerks not more than 130 days in the service year.

Order or approve occasional and irregular overtime (Section VII K).

Limitation: This authority is to approve overtime and holiday work previously ordered by the Area Manager.

COTTON DIVISION

Per Diem Allowances

<u>Location of Travelers</u>	<u>Travel Cost Patterns Assigned</u>
Washington: <u>1/</u>	High Cost
Field: <u>2/</u>	
<u>Office of Area Manager and Field Sections 1/</u>	High Cost
<u>Personnel of Testing Laboratories</u>	Medium Cost
<u>Personnel of Classing Offices</u>	Low Cost

Exception:

- 1/ An employee detailed to a laboratory or classing office for a period in excess of 10 days is authorized per diem at the rates prescribed for testing laboratory and classing office personnel.
- 2/ An employee detailed to Washington, D. C., is authorized per diem at \$14 while traveling and for the first 15 days and \$9 thereafter.

Mileage Allowances

The maximum mileage allowances shown on Exhibit B, Part II, apply with no exceptions.

/s/ Stanley C. Rademaker
Director, Cotton Division

COTTON DIVISION

Redelegation of Authorities

The authorities listed in Section VII of this Instruction are redelegated to the officials occupying or acting in the positions designated below. The redelegation for certain authorities is subject to exceptions and limitations cited in the Instruction, in this Exhibit, and in Exhibit A.

Washington:

Deputy Directors
Assistant to Director
Administrative Officer
Branch Chiefs

Field:

Area Managers
Heads of Field Sections
Officers in Charge of Testing Laboratories
Officers in Charge - Classing Offices

Exceptions and Limitations:

Redelegation to Officers in Charge - Classing Offices includes only the authorities listed below, subject to the limitations stated:

Purchase necessary equipment, materials, and supplies (Section VII G).

Limitation: As established by the Area Manager.

Effect temporary appointments under the short-term employment procedure (Section VII H).

Limitation: Appointments of Laborers and Clerks, GS-2, not to exceed 6 months for a single cotton classing season. All such appointments shall be made under Schedule A 6.111 (h) (3) pursuant to which laborers may not work more than 160 days in the service year and clerks not more than 130 days in the service year.

Order or approve occasional and irregular overtime (Section VII K).

Limitation: This authority is to approve overtime and holiday work previously ordered by the Area Manager.

COTTON DIVISION

Per Diem Allowances

<u>Location of Travelers</u>	<u>Travel Cost Patterns Assigned</u>
Washington: <u>1/</u>	High Cost
Field: <u>2/</u>	
<u>Office of Area Manager and Field Sections</u> <u>1/</u>	High Cost
* * <u>-Officer in Charge of Classing Office</u> <u>1/</u> <u>3/</u>	Medium Cost
* <u>Officer in Charge of Testing Laboratories</u> <u>1/</u>	Medium Cost-*
<u>All personnel of Classing Offices and Testing Laboratories not included above</u>	Low Cost

Exceptions:

- * 1/ An employee detailed to a laboratory or classing office for a
* period in excess of 10 days is authorized per diem at the *-low
* cost rate.-*
- 2/ An employee detailed to Washington, D. C., is authorized per diem
 at \$14 while traveling and for the first 15 days and \$9 thereafter.
- * *-3/ The medium-cost rate also applies to employees while serving as
* officer-in-charge of seasonal offices.-*

Mileage Allowances

The mileage allowances shown on Exhibit B, Part II, apply with no exceptions.

/s/ Stanley C. Rademaker
Director, Cotton Division

FOOD DISTRIBUTION DIVISION

Redelegation of Authorities

The authorities listed in Section VII of this Instruction are redelegated to the officials occupying or acting in the positions designated below. The redelegation for certain authorities is subject to exceptions and limitations cited in the Instruction, in this Exhibit, and in Exhibit A.

Washington:

Deputy Directors
Administrative Officer

Field:

Area Field Supervisors
Assistant Area Field Supervisors
Heads of Sub-Area Offices in Memphis, Tennessee, and Puerto Rico
Program Head for Direct Distribution, Atlanta, Georgia

AMS INSTRUCTION 106-2
EXHIBIT C-2

COTTON DIVISION

Per Diem Allowances

<u>Location of Travelers</u>	<u>Travel Cost Patterns Assigned</u>
Washington: <u>1/</u>	High Cost
Field: <u>2/</u>	
<u>Office of Area Manager and Field Sections</u> <u>1/</u>	High Cost
* <u>*-Officer in Charge of Classing Office</u> <u>1/</u> <u>3/</u>	Medium Cost
* <u>Officer in Charge of Testing Laboratories</u> <u>1/</u>	Medium Cost-*
<u>All personnel of Classing Offices and Testing Laboratories not included above</u>	Low Cost

FOOD DISTRIBUTION DIVISION

Redelegation of Authorities

The authorities listed in Section VII of this Instruction are redelegated to the officials occupying or acting in the positions designated below. The redelegation for certain authorities is subject to exceptions and limitations cited in the Instruction, in this Exhibit, and in Exhibit A.

Washington:

Deputy Directors
Administrative Officer

Field:

Area Field Supervisors
Assistant Area Field Supervisors
Heads of Sub-Area Offices in Memphis, Tennessee, and Puerto Rico
Program Head for Direct Distribution, Atlanta, Georgia

Exceptions:

Redelegation to Assistant Area Field Supervisors and to the Head of the Sub-Area Office in Puerto Rico includes only authority to administratively approve travel vouchers (Section VII C 1).

Redelegation to the Head of the Sub-Area Office in Memphis, Tennessee, includes only the authority to:

Administratively approve travel vouchers (Section VII C 1).

Effect temporary appointments under the L/A employment procedure (Section VII H).

-Sign SF-52's, Requests for Personnel Action (Section VII I).- *

Redelegation to the Program Head for Direct Distribution, Atlanta, Georgia, includes only authority to effect temporary appointments under the L/A employment procedure (Section VII H).

FOOD DISTRIBUTION DIVISION

Per Diem Allowances

Location of Travelers

Travel Cost
Patterns Assigned

Washington: ☐

Field: ☐

High Cost

Mileage Allowances

The mileage allowances shown on Exhibit B, Part II, apply with no exceptions.

/s/ Howard P. Davis
Director, Food Distribution Division

DAIRY DIVISION

Redelgation of Authorities

The authorities listed in Section VII of this Instruction are redelegated to the officials occupying or acting in the positions designated below. The redelegation for certain authorities is subject to exceptions and limitations cited in the Instruction, in this Exhibit, and in Exhibit A.

Washington:

Deputy Director
Administrative Officer

Field:

Area Supervisors - Inspection and Grading Branch
 - Market News Branch
Chemist in Charge - Inspection and Grading Branch Laboratory
Officers in Charge - Market News Field Offices

Limitation:

Authority to sign SF-52's, Requests for Personnel Action, redelegated to the field officials designated above, is subject to the following limitation:

SF-52's, involving appointments, promotions, and reassignments shall be initiated only after prior approval is obtained from the Washington Administrative Officer.

DAIRY DIVISION

Per Diem Allowances

<u>Location of Travelers</u>	<u>Travel Cost Patterns Assigned</u>
Washington:	High Cost
Field:	
<u>Market News Branch</u>	
Area Supervisors	High Cost
Officer in Charge, National Reports Office	High Cost
All Other	Medium Cost
<u>Inspection and Grading Branch</u>	
Area Supervisors	High Cost
Chemist in Charge, Laboratory	High Cost
Assistant Area Supervisors	Medium Cost
Assistant Chemists in Charge, Laboratory	Medium Cost
Supervisory Agricultural Commodity Graders	Medium Cost
All Other	Low Cost

Mileage Allowances

The mileage allowances as shown on Exhibit B, part II, apply.

/s/ J. C. Blum
Director, Dairy Division

DAIRY DIVISION

Redelegation of Authorities

The authorities listed in Section VII of this Instruction are redelegated to the officials occupying or acting in the positions designated below. The redelegation for certain authorities is subject to exceptions and limitations cited in the Instruction, in this Exhibit, and in Exhibit A.

Hyattsville:

Deputy Director
Administrative Officer

Field:

Area Supervisors - Inspection and Grading Branch
 - Market News Branch
Chemist in Charge - Inspection and Grading Branch Lab.
Officers in Charge - Market News Field Offices

Limitation:

Authority to sign Forms AD-352, Request and Approval for Personnel Action, redelegated to the field officials designated above, is subject to the following limitation:

AD-352's, involving appointments, promotions, and reassignments shall be initiated only after prior approval is obtained from the Administrative Officer.

DAIRY DIVISION

Per Diem Allowances

<u>Location of Travelers</u>	<u>Travel Cost Patterns Assigned</u>
Hyattsville:	High Cost
Field: <u>1/</u>	
<u>Market News Branch</u>	
Area Supervisors	High Cost
Officer in Charge, National Reports Office	High Cost
All Other	Medium Cost
<u>Inspection and Grading Branch</u>	
Area Supervisors	High Cost
Chemist in Charge, Laboratory	High Cost
Assistant Area Supervisors	Medium Cost
Assistant Chemists in Charge, Laboratories	Medium Cost
Supervisory Agricultural Commodity Graders	Medium Cost
All Other <u>2/</u>	Low Cost

- * 1/ *-Employees assigned to Hyattsville for temporary duty shall be
* assigned to the high-cost travel pattern for the duration of
* such assignment.
- * 2/ Agricultural Commodity Graders assigned temporarily to Chicago
* or New York shall be reimbursed at the maximum rate for the
* medium-cost travel pattern (\$12) up to 30 days and at the rate
* of \$9 thereafter.-*

Mileage Allowances

The mileage allowances as shown on Exhibit B, Part II, apply.

/s/ Alexander Swantz, Acting Director
Dairy Division

DAIRY DIVISION

Redelegation of Authorities

The authorities listed in Section VII of this Instruction are redelegated to the officials occupying or acting in the positions designated below. The redelegation for certain authorities is subject to exceptions and limitations cited in the Instruction, in this Exhibit, and in Exhibit A.

-Washington:-
Hyattsville:

*

-Deputy Directors-
Administrative Officer
Administrative Assistant - Administrative Group

*

Field:

Area Supervisors - Inspection and Grading Branch
Chemist in Charge - Inspection and Grading Branch Laboratory

Limitation:

Authority to sign Forms AD-352, Request and Approval for Personnel Action, redelegated to the field officials designated above, is subject to the following limitation:

AD-352's, involving appointments, promotions, and reassignments shall be initiated only after prior approval is obtained from the Administrative Officer.

DAIRY DIVISION

Per Diem Allowances

<u>Location of Travelers</u>	<u>Travel Cost Patterns Assigned</u>
-Washington: <u>1/</u>	High Cost- *
Hyattsville: <u>1/</u>	High Cost
Field: <u>1/</u> <u>2/</u>	

Inspection and Grading Branch

Area Supervisors	High Cost
Chemist in Charge, Laboratory	High Cost
Assistant Area Supervisors	Medium Cost
All Other Laboratory Personnel	Medium Cost
Supervisory Agricultural Commodity Graders	Medium Cost
All Other Personnel <u>3/</u>	Low Cost

-
- 1/ For attendance at a formally organized Branch or Division meeting a uniform rate of per diem in a cost pattern compatible with the meeting site will be established by the Division Director.
 - 2/ Employees assigned to Hyattsville for temporary duty shall be assigned to the high-cost travel pattern for the duration of such assignment.
 - 3/ Agricultural Commodity Graders assigned temporarily to Chicago or New York shall be reimbursed at the maximum rate for the medium-cost travel pattern (\$12) up to 30 days and at the rate of \$9 thereafter.
-

Mileage Allowances

The mileage allowances as shown on Exhibit B, Part II, apply.

/s/ H. L. Forest, Director
Dairy Division

DAIRY DIVISION

Redelegation of Authorities

The authorities listed in Section VII of this Instruction are redelegated to the officials occupying or acting in the positions designated below. The redelegation for certain authorities is subject to exceptions and limitations cited in the Instruction, in this Exhibit, and in Exhibit A.

Washington:

Deputy Directors
Administrative Officer
Administrative Assistant - Administrative Group

Field:

Area Supervisors - Inspection and Grading Branch
Chemist-in-Charge - Inspection and Grading Branch Laboratory

Specific Redelegation:

-Authority to determine and establish field duty station for employees of the Inspection and Grading Branch who are in substantially continuous travel status, as prescribed in AMS Instruction 300-3, Section III B 1 a, is specifically redelegated to Area Supervisors, Inspection and Grading Branch, subject to review by the Chief, Inspection and Grading Branch (Section VII N).- * * *

Limitation:

Authority to sign Forms AD-352, Request and Approval for Personnel Action, redelegated to the field officials designated above, is subject to the following limitation:

AD-352's, involving appointments, promotions, and reassignments shall be initiated only after prior approval is obtained from the Administrative Officer.

DAIRY DIVISION

Per Diem Allowances

Location of Travelers

Travel Cost
Patterns Assigned

Washington 1/

High Cost

Field: 1/ 2/

Inspection and Grading Branch

Area Supervisors
Chemist in Charge, Laboratory
Assistant Area Supervisors
All Other Laboratory Personnel
Supervisory Agricultural Commodity Graders
All Other Personnel 3/

High Cost
High Cost
Medium Cost
Medium Cost
Medium Cost
Low Cost

-
- 1/ For attendance at a formally organized Branch or Division meeting a uniform rate of per diem in a cost pattern compatible with the meeting site will be established by the Division Director.
- 2/ Employees assigned to *-Washington-* for temporary duty shall be assigned to the high-cost travel pattern for the duration of such assignment.
- 3/ Agricultural Commodity Graders assigned temporarily to Chicago or New York shall be reimbursed at the maximum rate for the medium-cost travel pattern (\$12) up to 30 days and at the rate of \$9 thereafter.
-

Mileage Allowances

The mileage allowances as shown on Exhibit B, Part II, apply.

/s/ H. L. Forest, Director
Dairy Division

DAIRY DIVISION

Redelegation of Authorities

The authorities listed in Section VII of this Instruction are redelegated to the officials occupying or acting in the positions designated below. The redelegation for certain authorities is subject to exceptions and limitations cited in the Instruction, in this Exhibit, and in Exhibit A.

Hyattsville:

Deputy Director
Administrative Officer

Field:

Area Supervisors - Inspection and Grading Branch
- Market News Branch
Chemist in Charge - Inspection and Grading Branch Lab.
Officers in Charge - Market News Field Offices

Limitation:

Authority to sign Forms AD-352, Request and Approval for Personnel Action, redelegated to the field officials designated above, is subject to the following limitation:

AD-352's, involving appointments, promotions, and reassignments shall be initiated only after prior approval is obtained from the Administrative Officer.

AMS INSTRUCTION 106-2
EXHIBIT C-3

DAIRY DIVISION

Per Diem Allowances

<u>Location of Travelers</u>	<u>Travel Cost Patterns Assigned</u>
Hyattsville: <u>3/</u>	High Cost
Field: <u>1/ 3/</u>	
<u>Market News Branch</u>	
Area Supervisors	High Cost
Officer in Charge, National Reports Office	High Cost
All Other	Medium Cost
<u>Inspection and Grading Branch</u>	
Area Supervisors	High Cost
Chemist in Charge, Laboratory	High Cost
Assistant Area Supervisors	Medium Cost
* <u>*-All Other Laboratory Personnel</u>	Medium Cost-*
Supervisory Agricultural Commodity Graders	Medium Cost
All Other Personnel <u>2/</u>	Low Cost

-
- 1/ Employees assigned to Hyattsville for temporary duty shall be assigned to the high-cost travel pattern for the duration of such assignment.
- 2/ Agricultural Commodity Graders assigned temporarily to Chicago or New York shall be reimbursed at the maximum rate for the medium-cost travel pattern (\$12) up to 30 days and at the rate of \$9 thereafter.
- * 3/ *-For attendance at a formally organized Branch or Division meeting
* a uniform rate of per diem in a cost pattern compatible with the
* meeting site will be established by the Division Director.-*
-

Mileage Allowances

The mileage allowances as shown on Exhibit B, Part II, apply.

/s/ Alexander Swantz, Acting Director
Dairy Division

DAIRY DIVISION

Redelegation of Authority

The authority listed below, as cited in Section VII of this Instruction, is delegated to the official indicated.

Hyattsville:

Administrative Assistant, Administrative Group

Purchase necessary equipment, materials, and supplies.

/s/ Thelma E. Olson
Administrative Officer

1-1-64

October 4, 1962

Please substitute the attached revised Exhibit C-4 to AMS Instruction 106-2, General Authorization, for Exhibit C-4 now in the Instruction.

Procedures Branch
Administrative Services Division - AMS
Washington 25, D. C.

DISTRIBUTION: A,D,M,S3

*-Directors, Area Offices *
Assistant Directors, Area Offices-* *
Hheads of Sub-Area Offices in Memphis, Tennessee, and Puerto Rico
Program Head for Direct Distribution, Atlanta, Georgia
-Administrative Assistant to Director, Dallas Area Office- *

Exceptions:

Redelegation to *-Assistant Directors, Area Offices, -* and to the *
Head of the Sub-Area Office in Puerto Rico includes only authority
to administratively approve travel vouchers (Section VII C 1).

Redelegation to the Head of the Sub-Area Office in Memphis,
Tennessee, includes only the authority to:

Administratively approve travel vouchers (Section VII C 1).

Effect temporary appointments under the L/A employment procedure
(Section VII H).

Sign SF-52's, Requests for Personnel Action (Section VII I).

Redelegation to the Program Head for Direct Distribution, Atlanta,
Georgia, includes only authority to effect temporary appointments
under the L/A employment procedure (Section VII H).

*-Redelegation to the Administrative Assistant to the Director, Dallas *
Area Office, includes only authority to: *
*
*

Administratively approve vouchers (Section VII C). *

Purchase necessary equipment, materials, and supplies, and incur *
other necessary station expenses (Section VII G).-* *

FOOD DISTRIBUTION DIVISION

Redelegation of Authorities

The authorities listed in Section VII of this Instruction are redelegated to the officials occupying or acting in the positions designated below. The redelegation for certain authorities is subject to exceptions and limitations cited in the Instruction, in this Exhibit, and in Exhibit A.

Washington:

Deputy Directors
Administrative Officer

Field:

*-Directors, Area Offices *
Assistant Directors, Area Offices-* *
Heads of Sub-Area Offices in Memphis, Tennessee, and Puerto Rico
Program Head for Direct Distribution, Atlanta, Georgia
-Administrative Assistant to Director, Dallas Area Office- *

Exceptions:

Redelegation to *-Assistant Directors, Area Offices, -* and to the *
Head of the Sub-Area Office in Puerto Rico includes only authority
to administratively approve travel vouchers (Section VII C 1).

Redelegation to the Head of the Sub-Area Office in Memphis,
Tennessee, includes only the authority to:

Administratively approve travel vouchers (Section VII C 1).

Effect temporary appointments under the L/A employment procedure
(Section VII H).

Sign SF-52's, Requests for Personnel Action (Section VII I).

Redelegation to the Program Head for Direct Distribution, Atlanta,
Georgia, includes only authority to effect temporary appointments
under the L/A employment procedure (Section VII H).

*-Redelegation to the Administrative Assistant to the Director, Dallas *
Area Office, includes only authority to: *
*
*

Administratively approve vouchers (Section VII C). *

Purchase necessary equipment, materials, and supplies, and incur *
other necessary station expenses (Section VII G).-* *

FOOD DISTRIBUTION DIVISION

Per Diem Allowances

<u>Location of Travelers</u>	<u>Travel Cost Patterns Assigned</u>
------------------------------	--

Washington: ☐

Field: ☐

High Cost

Mileage Allowances

The mileage allowances shown on Exhibit B, Part II, apply with no exceptions.

/s/ Howard P. Davis
Director, Food Distribution Division

FOOD DISTRIBUTION DIVISION

Redelegation of Authorities

The authorities listed in Section VII of this Instruction are redelegated to the officials occupying or acting in the positions designated below. The redelegation for certain authorities is subject to exceptions and limitations cited in the Instruction, in this Exhibit, and in Exhibit A.

Washington:

Deputy Directors
Administrative Officer

Field:

Directors, Area Offices
Assistant Directors, Area Offices
Heads of Sub-Area Offices in Memphis, Tennessee, and Puerto Rico
Program Head for Direct Distribution, Atlanta, Georgia
Administrative Assistant to Director, Dallas Area Office

*-Specific Redelegation:

*

The authority to request audits or investigations, as listed in Section VII M, is specifically redelegated to Directors, Area Offices.-*

*

*

Exceptions:

Redelegation to Assistant Directors, Area Offices, includes only authority to administratively approve *-vouchers-* (Section VII C).

*

Redelegation to the Head of the Sub-Area Office in Puerto Rico includes only authority to administratively approve travel vouchers (Section VII C 1).

Redelegation to the Head of the Sub-Area Office in Memphis, Tennessee, includes only the authority to:

Administratively approve travel vouchers (Section VII C 1).

Effect temporary appointments under the short-term employment procedure (Section VII H).

Sign Forms AD-352, Request and Approval for Personnel Action (Section VII I).

Redelegation to the Program Head for Direct Distribution, Atlanta, Georgia, includes only authority to effect temporary appointments under the short-term employment procedure (Section VII H).

Redelegation to the Administrative Assistant to the Director, Dallas Area Office, includes only authority to:

Administratively approve vouchers (Section VII C).

Purchase necessary equipment, materials, and supplies, and incur other necessary station expenses (Section VII G).

FOOD DISTRIBUTION DIVISION

Per Diem Allowances

Location of Travelers

Travel Cost
Patterns Assigned

Washington:

Field:

High Cost

Mileage Allowances

The mileage allowances shown on Exhibit B, Part II, apply with no exceptions.

/s/ Howard P. Davis
Director, Food Distribution Division

FOOD DISTRIBUTION DIVISION

Redelegation of Authorities

The authorities listed in Section VII of this Instruction are redelegated to the officials occupying or acting in the positions designated below. The redelegation for certain authorities is subject to exceptions and limitations cited in this Exhibit, and in Exhibit A.

Washington:

Deputy Directors
Administrative Officer

Field:

Directors, Area Offices
Assistant Directors, Area Offices
Heads of Sub-Area Offices in Memphis, Tennessee, and Puerto Rico
Program Head for Direct Distribution, Atlanta, Georgia
Administrative Assistant to Director, Dallas Area Office

Specific Redelegation:

- *-The authority to approve attendance at regional, statewide, and local meetings, as defined in AMS Instruction 112-1, Attendance at Meetings Outside the Department, is specifically redelegated to Directors, Area Offices; and Heads of Sub-Area Offices (Section VII E).-*

The authority to request audits or investigations, as listed in Section VII M, is specifically redelegated to Directors, Area Offices.

Exceptions:

Redelegation to Assistant Directors, Area Offices, includes only authority to administratively approve vouchers (Section VII C).

- *-Except as provided under Specific Redelegations, above, -* redelegation to the Head of the Sub-Area Office in Puerto Rico includes only authority to administratively approve travel vouchers (Section VII C 1).
- *-Except as provided under Specific Redelegations, above, -* redelegation to the Head of the Sub-Area Office in Memphis, Tennessee, includes only the authority to

Administratively approve travel vouchers (Section VII C 1).

Effect temporary appointments under the short-term employment procedure (Section VII H).

Sign Forms AD-352, Request and Approval for Personnel Action (Section VII I).

Redelegation to the Program Head for Direct Distribution, Atlanta, Georgia, includes only authority to effect temporary appointments under the short-term employment procedure (Section VII H).

Redelegation to the Administrative Assistant to the Director, Dallas Area Office, includes only authority to:

Administratively approve vouchers (Section VII C).

Purchase necessary equipment, materials, and supplies, and incur other necessary station expenses (Section VII G).

FOOD DISTRIBUTION DIVISION

Per Diem Allowances

Location of Travelers

Travel Cost
Patterns Assigned

Washington:

Field:

High Cost

Mileage Allowances

The mileage allowances shown on Exhibit B, Part II, apply with no exceptions.

/s/ Howard P. Davis
Director, Food Distribution Division

FOOD DISTRIBUTION DIVISION

Redelegation of Authority

The authorities listed below, as cited in Section VII of this Instruction, are redelegated to the officials indicated:

Washington:

Administrative Assistants, Administrative Group.

Administratively approve travel vouchers (Section VII C 1)

Purchase necessary equipment, materials, and supplies
(Section VII G)

Limitation: Authority redelegated is limited to authority to requisition materials and supplies.

/s/ Guy W. Carmack
Administrative Officer

11-7-63

July 12, 1962

Please substitute the attached revised Exhibit C-5 to AMS Instruction 106-2, General Authorization, for Exhibit C-5 now in the Instruction.

Procedures Branch
Administrative Services Division
Washington 25, D. C.

DISTRIBUTION: A,D,M,S5

Area Offices

Area Supervisor, Inspection Branch	
-Area Head Clerk, Inspection Branch-	*
Area Supervisor, Market News Branch	
-Area Head Clerk, Market News Branch-	*

Seed Branch

In Charge, Field Offices	
-Head Clerk, Field Offices-	*

District and Field Offices

*-District Supervisor, Inspection Branch District Offices	*
Head Clerk, Inspection Branch District Offices-*	*
In Charge, Market News Branch Field Offices	
*-Head Clerk, Market News Branch Field Offices	*
In Charge, Canadian Seasonal Inspection Branch Offices-*	*

(over)

AMS INSTRUCTION 106-2
EXHIBIT C-5

* *-Specific Redelegation

* The authority to authorize and approve travel and transportation
* expenses of subordinates incident to permanent change of official
* station to or from previously established District Inspection
* Offices within the administrative boundaries of a Grain Inspection
* Area Office is specifically redelegated to Area Supervisors.

* The authority to authorize and approve travel and transportation
* expenses of Inspection Branch personnel incident to all other
* permanent changes of official station is specifically redelegated
* to the Chief, Inspection Branch.

* Limitation

* Redelegation to Head Clerk positions includes only the authority
* to purchase necessary equipment, materials, and supplies (Section
* VII G). This authority is limited to purchasing expendable equip-
* ment, materials, and supplies, and ordering equipment repairs and
* reproduction services.-*

GRAIN DIVISION

Per Diem Allowances

<u>Location of Travelers</u>	<u>Travel Cost Patterns Assigned</u>
Washington:	High Cost
Field:	
Board of Appeals and Review	High Cost
Area Offices:	
Inspection Branch	High Cost
Market News Branch	High Cost
Seed Branch Field Offices	High Cost
Inspection Branch District Offices	Medium Cost
Market News Branch Field Offices	Medium Cost
Canada: \$15 (10 days) \$12 (10 days) \$10 (thereafter)	

Mileage Allowances

The mileage allowances shown on Exhibit B, Part II, apply with no exceptions.

/s/ W. A. Davidson
Director, Grain Division

GRAIN DIVISION

Per Diem Allowances

<u>Location of Travelers</u>	<u>Travel Cost Patterns Assigned</u>
Washington:	High Cost
Field:	
Board of Appeals and Review	High Cost
Area Offices:	
Inspection Branch	High Cost
Market News Branch	High Cost
Seed Branch Field Offices	High Cost
Inspection Branch Field Offices	Medium Cost
Market News Branch Field Offices	Medium Cost
Canada: \$15 (10 days) \$12 (10 days) \$10 (thereafter)	
(except Baie Comeau)-	*
-Baie Comeau, P. Q. Canada: \$15 (30 days) \$12 (thereafter)-	*

Mileage Allowances

The mileage allowances shown on Exhibit B, Part II, apply with no exceptions.

/s/ W. A. Davidson
Director, Grain Division

High Cost
Medium Cost
Medium Cost

on Field Office
ch Field Office

310 (thereafter)	\$12 (10 days)	\$15 (10 days)
312 (thereafter)	\$15 (10 days)	not able (copy)-*

These references show on Exhibit A, Part II, apply with no

for 1. 1. 1. 1. 1.

1910
1911
1912

GRAIN DIVISION

Redelegation of Authorities

The authorities listed in Section VII of this Instruction are redelegated to the officials occupying or acting in the positions designated below. The redelegation for certain authorities is subject to limitations cited in the Instruction, in this Exhibit, and in Exhibit A.

Washington:

Deputy Director
-Assistant to Director-
Administrative Officer
Branch Chiefs

*

Field:

Board of Appeals and Review

Chairman, Board of Appeals and Review
-Head Clerk, Board of Appeals and Review-

*

Area Offices

Area Supervisor, Inspection Branch
-Area Head Clerk, Inspection Branch-
Area Supervisor, Market News Branch
-Area Head Clerk, Market News Branch-

*

*

Seed Branch

In Charge, Field Offices
-Head Clerk, Field Offices-

*

District and Field Offices

*-District Supervisor, Inspection Branch District Offices
Head Clerk, Inspection Branch District Offices-*
In Charge, Market News Branch Field Offices
*-Head Clerk, Market News Branch Field Offices
In Charge, Canadian Seasonal Inspection Branch Offices-*

*

*

*

*

(over)

Specific Redelegation

The authority to authorize and approve travel and transportation expenses of subordinates incident to permanent change of official station to or from previously established District Inspection Offices within the administrative boundaries of a Grain Inspection Area Office is specifically redelegated to Area Supervisors.

The authority to authorize and approve travel and transportation expenses of Inspection Branch personnel incident to all other permanent changes of official station is specifically redelegated to the Chief, Inspection Branch.

- * * -The authority to approve attendance at Statewide meetings, within
- * the limitations and under the conditions prescribed in AMS Instruc-
- * tion 112-1, Attendance at Meetings Outside the Department, is
- * specifically redelegated to Branch Chiefs; Area Supervisors,
- * Inspection Branch; Officer in Charge, Seed Branch Field Offices;
- * and Officer in Charge, Market News Branch Field Offices (Section
- * VII E).-*

Limitation

Redelegation to Head Clerk positions includes only the authority to purchase necessary equipment, materials, and supplies (Section VII G). This authority is limited to purchasing expendable equipment, materials, and supplies, and ordering equipment repairs and reproduction services.

GRAIN DIVISION

Redelegation of Authority

The authority to purchase necessary equipment, materials, and supplies, as cited in Section VII G of this Instruction, is redelegated to the officials listed below, subject to the limitations indicated.

Washington:

Administrative Assistants, Administrative Group

File Clerk, Administrative Group

Redelegation is limited to authority to requisition materials and supplies.

Grain Market Reporter

Redelegation is limited to authority to requisition printing services on Market News Reports.

/s/ George T. Lipscomb
Administrative Officer

10-23-63

1912

Received of the Treasurer of the
Board of Directors of the
City of New York
the sum of \$100.00
for the year 1912

Witness my hand and seal
this 1st day of January 1912

Mayor of the City of New York

City of New York

1912

1912

July 12, 1962

Please substitute the attached revised Exhibit C-6 to AMS Instruction 106-2, General Authorization, for Exhibit C-6 now in the Instruction.

Procedures Branch
Administrative Services Division
Washington 25, D. C.

DISTRIBUTION: A,D,M

Specific Redelelegation. The authority to authorize and approve travel and transportation expenses of subordinates incident to permanent change of official station to or from a previously established suboffice within the territory of jurisdiction is specifically redelegated to Area Office Chiefs.

Exceptions and Limitations:

Redelegation to the Chief Auditor, Chief Investigator, Auditor in Charge (or Supervisory Auditor), and Investigator in Charge (or Supervisory Investigator) includes only the authority to administratively approve travel vouchers (Section VII C 1) of auditors and investigators under their respective jurisdictions.

Redelegation to Administrative Assistants, Washington and Area Offices, and Supervisory Auditor, *-Harrisburg-* Suboffice, includes only the authority to purchase necessary equipment, materials, and supplies (Section VII G). This authority is limited to purchasing expendable equipment, materials, and supplies, and ordering equipment repairs and reproduction services. *

INTERNAL AUDIT DIVISION

Per Diem Allowances

Location of Travelers

Travel Cost
Patterns Assigned

Washington: ☐

Field: ☐

High Cost

Mileage Allowances

Mileage allowances prescribed in Exhibit B, Part II, apply.

/s/ Donald A. Russell
Director, Internal Audit Division

Please substitute the attached revised Exhibit C-6 to A-11 Instruction 106-2, General Authorization, for Exhibit C-6 now in the Instruction.

Procedures Branch
Administrative Services Division, AMS
Washington 25, D. C.

DISTRIBUTION: A,D,M

Supervisory Auditor, Harrisburg Suboffice

Specific Redelegation. The authority to authorize and approve travel and transportation expenses of subordinates incident to permanent change of official station to or from a previously established suboffice within the territory of jurisdiction is specifically redelegated to Area Office Chiefs.

Exceptions and Limitations:

Redelegation to the Chief Auditor, Chief, Investigator, Auditor in Charge (or Supervisory Auditor), and Investigator in Charge (or Supervisory Investigator) includes only the authority to administratively approve travel vouchers (Section VII C 1) of auditors and investigators under their respective jurisdictions.

Redelegation to Administrative Assistants, Washington and Area Offices, and Supervisory Auditor, Harrisburg Suboffice, includes only the authority to purchase necessary equipment, materials, and supplies (Section VII G). This authority is limited to purchasing expendable equipment, materials, and supplies, and ordering equipment repairs and reproduction services.

INTERNAL AUDIT DIVISION

Per Diem Allowances

Location of Travelers

Travel Cost
Patterns Assigned

Washington: ☐

Field: ☐

High Cost

Mileage Allowances

Mileage allowances prescribed in Exhibit B, Part II, apply.

/s/ Donald A. Russell
Director, Internal Audit Division

MATCHING FUND PROGRAM

Redelegation of Authorities

No redelegations are made of the authorities delegated in this Instruction.

MATCHING FUND PROGRAM

Per Diem Allowances

Travel Cost
Pattern Assigned

All Travelers:

High Cost

Mileage Allowances

The maximum mileage allowances shown on Exhibit B, Part II, apply with no exceptions.

/s/ George H. Goldsborough
Director, Matching Fund Program

LIVESTOCK DIVISION

Redelegation of Authorities

The authorities listed in Section VII of this Instruction are redelegated to the officials occupying or acting in the positions designated below. The redelegation for certain authorities is subject to exceptions and limitations cited in the Instruction, in this Exhibit, and in Exhibit A.

Washington:

Deputy Directors
Assistant to Director
Administrative Officer
Branch Chiefs
Administrative Assistants, Administrative Group

Field:

Area Supervisors - Market News Branch
National Technical Supervisors - Meat Grading Branch.
Officers in Charge of various program activities in field
offices of - Market News Branch
 - Meat Grading Branch
 - Standardization Branch
Veterinarians

Exception:

Redelegation to Administrative Assistants, Administrative Group, includes only the authority to:

Administratively approve travel vouchers (Section VII C).

Purchase necessary equipment, materials, and supplies (Section VII G).

Sign SF-52's, Requests for Personnel Action (Section VII I).

LIVESTOCK DIVISION

Per Diem Allowances

<u>Location of Travelers</u>	<u>Travel Cost Patterns Assigned</u>
Washington: <u>1/</u>	High Cost
Field: <u>1/</u>	
Area Market News Supervisors	High Cost
National Technical Supervisors and Veterinarians	High Cost
* *-Supervisor, Denver Wool Laboratory	High Cost-*
All Others <u>2/ 3/</u>	Medium Cost

Exceptions:

General

- 1/ For attendance at a formally organized Branch correlation meeting, Inter-Branch meeting, or Division meeting, a uniform rate of per diem in a cost pattern compatible with the site of the meeting will be established by the Division Director.

Field

- 2/ An employee detailed to Washington shall be assigned to the High Cost pattern for the duration of the assignment.
- 3/ GS-5 trainees detailed to a station longer than 60 days shall be allowed a per diem rate of \$5 after 60 days.

Mileage Allowances

The maximum mileage allowances shown on Exhibit B, Part II, apply except as follows:

When the use of a privately owned automobile is determined to be advantageous to the Government, eight cents per mile is authorized for the first 1,200 miles in any one month and six cents per mile for mileage in excess of 1,200 miles in any one month. This limitation does not apply to that mileage involved when two or more employees travel on official business in the same privately owned automobile.

/s/ David M. Pettus
Director, Livestock Division

LIVESTOCK DIVISION

Redelegation of Authorities

The authorities listed in Section VII of this Instruction are redelegated to the officials occupying or acting in the positions designated below. The redelegation for certain authorities is subject to exceptions and limitations cited in the Instruction, in this Exhibit, and in Exhibit A.

Washington:

Deputy Director
Assistant to Director
Administrative Officer
Branch Chiefs
Administrative Assistants, Administrative Group

Field:

Market News Branch:

Area Supervisors
Officers in Charge

Meat Grading Branch:

National Technical Supervisors
Main Station Supervisors
-Assistant Main Station Supervisors-
Officers in Charge
Veterinarians

Standardization Branch:

Officer in Charge

Exception:

Redelegation of Administrative Assistants, Administrative Group, includes only the authority to:

Administratively approve travel vouchers (Section VII C).

Purchase necessary equipment, materials, and supplies (Section VII G).

Sign SF-52's, Requests for Personnel Action (Section VII I).

LIVESTOCK DIVISION

Per Diem Allowances

<u>Location of Travelers</u>	<u>Travel Cost Patterns Assigned</u>
Washington: <u>1/</u>	High Cost
Field: <u>1/</u>	
Area Market News Supervisors	High Cost
National Technical Supervisors and Veterinarians	High Cost
Supervisor, Denver Wool Laboratory	High Cost
All Others <u>2/</u> <u>3/</u>	Medium Cost

Exceptions:

General

- 1/ For attendance at a formally organized Branch correlation meeting, Inter-Branch meeting, or Division meeting, a uniform rate of per diem in a cost pattern compatible with the site of the meeting will be established by the Division Director.

Field

- 2/ An employee detailed to Washington shall be assigned to the High Cost pattern for the duration of the assignment.
- 3/ GS-5 trainees detailed to a station longer than 60 days shall be allowed a per diem rate of \$5 after 60 days.

Mileage Allowance

The mileage allowances shown on Exhibit B, Part II, apply.

/s/ David M. Pettus
Director, Livestock Division

LIVESTOCK DIVISION

Redelegation of Authorities

The authorities listed in Section VII of this Instruction are redelegated to the officials occupying or acting in the positions designated below. The redelegation for certain authorities is subject to exceptions and limitations cited in the Instruction, in this Exhibit, and in Exhibit A.

Washington:

Deputy Director
Assistant to Director
Administrative Officer
Branch Chiefs
Administrative Assistants, Administrative Group

Field:Market News Branch:

Area Supervisors
Officers in Charge

Meat Grading Branch:

National Technical Supervisors
Main Station Supervisors
Assistant Main Station Supervisors
Officers in Charge
Veterinarians

Standardization Branch:

Officer in Charge

Specific Redelegation:

-The authority to approve attendance at Statewide and local meetings, as defined, and within the limitations and under the conditions prescribed, in AMS Instruction 112-1, Attendance at Meetings Outside the Department, is specifically redelegated to Branch Chiefs; Area Supervisors, Market News Branch; Officers in Charge, Market News Branch; Main Station Supervisors, Meat Grading Branch; and Officer in Charge, Standardization Branch (Section VII E).-

Exception:

Redelegation to Administrative Assistants, Administrative Group, includes only the authority to:

Administratively approve travel vouchers (Section VII C).

Purchase necessary equipment, materials, and supplies (Section VII G).

Sign Forms AD-352, Request and Approval for Personnel Action (Section VII I).

LIVESTOCK DIVISION

Per Diem Allowances

<u>Location of Travelers</u>	<u>Travel Cost Patterns Assigned</u>
Washington: <u>1/</u>	High Cost
Field: <u>1/</u>	
Area Market News Supervisors	High Cost
National Technical Supervisors and Veterinarians	High Cost
Supervisor, Denver Wool Laboratory	High Cost
All Others <u>2/ 3/</u>	Medium Cost

Exceptions:

General

- * 1/ For attendance at a formally organized Branch correlation meeting,
* Inter-Branch meeting, or Division meeting, a uniform rate of per
* diem in a cost pattern compatible with the site of the meeting will
* be established by the Division Director. *-This rate, when dif-
* ferent from the first rate of the cost pattern to which the employee
* is assigned, shall become effective at the beginning of the quarter
* day following which the employee arrived at the meeting city and
* shall end at the close of the quarter day during which departure
* from such city occurred, but in no case shall such rate apply for
* more than one calendar day before the day the meeting is scheduled
* to begin, or more than one calendar day after the day the meeting
* ends.-*

Field

- 2/ An employee detailed to Washington shall be assigned to the High
Cost pattern for the duration of the assignment.
- 3/ GS-5 trainees detailed to a station longer than 60 days shall be
allowed a per diem rate of \$5 after 60 days.

Mileage Allowances

The mileage allowances shown on Exhibit B, Part II, apply.

/s/ David M. Pettus
Director, Livestock Division

LIVESTOCK DIVISION

Redelegation of Authority

The authority listed below, as cited in Section VII of this Instruction, is redelegated to the officials indicated.

Washington:

Administrative Assistants, Administrative Group

Property and Supply Clerk, Administrative Group

Purchase necessary equipment, materials, and supplies (Section VII G).

Limitation: Authority delegated is limited to authority to requisition materials and supplies.

/s/ Stanley Loomis
Assistant to the Director

1. The first part of the paper
2. The second part of the paper
3. The third part of the paper

1. The first part of the paper
2. The second part of the paper
3. The third part of the paper

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2. The second part of the paper
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3. The third part of the paper

LIVESTOCK DIVISION

Per Diem Allowances

<u>Location</u>	<u>Rates</u>		
Washington:	] \$12 (10 days)	\$9 (20 days)	\$7 (thereafter)
Field:			

Exceptions:

An employee detailed to Washington, D. C., is authorized per diem at \$12 for the first 20 days and \$10 thereafter.

Per diem for GS-5 trainees detailed to a station shall be reduced to \$3 after 90 days and continue at that rate for the duration of the detail.

Mileage Allowances

The maximum mileage allowances shown on Exhibit C, Part II, apply except as follows:

When the use of a privately owned automobile is determined to be advantageous to the Government, eight cents per mile is authorized for the first 1,200 miles in any one month and *-six-* cents per mile for mileage in excess of 1,200 miles in any one month.

PACKERS AND STOCKYARDS DIVISION

Redelegation of Authorities

The authorities listed in Section VII of this Instruction are redelegated to the officials occupying or acting in the positions designated below. The redelegation for certain authorities is subject to exceptions and limitations cited in the Instruction, in this Exhibit, and in Exhibit A.

Washington:

Deputy Directors
Assistant to the Director
Administrative Officer
Branch Chiefs
Administrative Assistant, Administrative Group

Field:

District Supervisors
Officer in Charge - Engineering Office, Kansas City, Missouri

Exception:

Redelegation to the Administrative Assistant, Administrative Group, includes only the authority to:

Administratively approve travel vouchers (Section VII C). Purchase necessary equipment, materials, and supplies (Section VII G). Sign SF-52's, Requests for Personnel Action (Section VII I).

AMS INSTRUCTION 106-2
EXHIBIT C-13

PACKERS AND STOCKYARDS DIVISION

Per Diem Allowances

<u>Location of Travelers</u>	<u>Travel Cost Patterns Assigned</u>
Washington:	High Cost
Field:	Medium Cost

* *-Exception: An employee detailed to Washington shall be
* assigned to the High Cost pattern for the
* duration of the assignment.-*

Mileage Allowances

The mileage allowances shown on Exhibit B, Part II, apply.

/s/ Donald A. Campbell
Director, Packers and Stockyards Division

PACKERS AND STOCKYARDS DIVISION

Redelegation of Authorities

The authorities listed in Section VII of this Instruction are redelegated to the officials occupying or acting in the positions designated below. The redelegation for certain authorities is subject to exceptions and limitations cited in the Instruction, in this Exhibit, and in Exhibit A.

Washington:

Deputy Directors
Assistants to the Director
Administrative Officer
Branch Chiefs
Administrative Assistant, Administrative Group

Field:

Area Supervisors
Officers in Charge

Exception:

Redelegation to the Administrative Assistant, Administrative Group, includes only the authority to:

Administratively approve travel vouchers (Section VII G).
Purchase necessary equipment, materials, and supplies (Section VII G).
Sign Forms AD-352, Request and Approval for Personnel Action (Section VII I).

*-Specific Redelegation.

Authority to approve attendance at statewide meetings is redelegated to:

Assistants to the Director
Branch Chiefs
Area Supervisors
Officer in Charge (Kansas City Engineering Office)-*

PACKERS AND STOCKYARDS DIVISION

Per Diem Allowances

<u>Location of Travelers</u>	<u>Travel Cost Patterns Assigned</u>
Washington:	High Cost
Field:	Medium Cost

Exception: An employee detailed to Washington shall be assigned to the High Cost pattern for the duration of the assignment.

Mileage Allowances

The mileage allowances shown on Exhibit B, Part II, apply.

/s/ Donald A. Campbell
Director, Packers and Stockyards Division

PACKERS AND STOCKYARDS DIVISION

Redelegation of Authority

The authority listed below, as cited in Section VII of this Instruction, is delegated to the official indicated.

Washington:

Supervisory Clerk, Administrative Group

Purchase necessary equipment, materials and supplies (Section VII G).

Limitation: Authority delegated is exclusive of authority to purchase equipment.

/s/ Anthony M. Nigro
Administrative Officer

3-12-63

1. The first part of the paper is devoted to a discussion of the
theoretical aspects of the problem.

2. The second part is devoted to a discussion of the
experimental results.

3. The third part is devoted to a discussion of the
conclusions.

POULTRY DIVISION

Redelegation of Authorities

The authorities listed in Section VII of this Instruction are redelegated to the officials occupying or acting in the positions designated below. The redelegation for certain authorities is subject to limitations cited in the Instruction, in this Exhibit, and in Exhibit A.

Washington:

Deputy Director
Assistant to Director
Administrative Officer

Field:

Area Supervisors - Inspection Branch
- Grading Branch

Redelegations below the level of Area Supervisors are set forth in PY Instruction 106-1.

POULTRY DIVISION

Per Diem Allowances

<u>Location of Travelers</u>	<u>Travel Cost Patterns Assigned</u>
Washington:	High Cost
Field: <u>1/</u>	
Area Supervisors	High Cost
Assistant Area Supervisors	High Cost
Area Administrative and Clerical Staff	High Cost
Regulatory Inspectors	High Cost
Area Technical Supervisors	Medium Cost
Supervisory Agricultural Commodity Graders	Medium Cost
Assistant Supervisory Agricultural Commodity Graders	Medium Cost
Members of the weight teams	Medium Cost
All Others <u>2/</u>	Low Cost

Exception:

- 1/ For attendance at a special or formally organized Branch, Inter-Branch, or Division meeting, a uniform rate of per diem in a cost pattern compatible with the site of the meeting will be established by the Division Director.
- 2/ Graders temporarily assigned to Chicago or New York shall be reimbursed at the maximum rate for the medium cost travel pattern (\$12) up to 30 days and at the rate of \$8 thereafter.

Mileage Allowances

The maximum mileage allowances shown on Exhibit B, Part II, apply with no exceptions.

/s/ Hermon I. Miller
Director, Poultry Division

POULTRY DIVISION

Redelegation of Authorities

The authorities listed in Section VII of this Instruction are redelegated to the officials occupying or acting in the positions designated below. The redelegation for certain authorities is subject to limitations cited in the Instruction, in this Exhibit, and in Exhibit A.

Washington:

Deputy Director
Assistant to Director
Administrative Officer

Field:

Area Supervisors - Inspection Branch
- Grading Branch

Redelegations below the level of Area Supervisors are set forth in PY Instruction 106-1.

POULTRY DIVISION

Per Diem Allowances

<u>Location of Travelers</u>	<u>Travel Cost Patterns Assigned</u>
Washington:	High Cost
Field: ^{1/}	
Area Supervisors	High Cost
Assistant Area Supervisors	High Cost
Area Administrative and Clerical Staff	High Cost
Regulatory Inspectors	High Cost
Area Technical Supervisors	Medium Cost
Supervisory Agricultural Commodity Graders	Medium Cost
Assistant Supervisory Agricultural Commodity Graders	Medium Cost
Members of the weight teams	Medium Cost
* *-Full-time Inspectors and Graders employed exclusively	
* to perform relief work throughout the area	Medium Cost-*
All Others ^{2/}	Low Cost

Exceptions:

- 1/ For attendance at a special or formally organized Branch, Inter-Branch, or Division meeting, a uniform rate of per diem in a cost pattern compatible with the site of the meeting will be established by the Division Director.
- 2/ Graders temporarily assigned to Chicago or New York shall be reimbursed at the maximum rate for the medium cost travel pattern (\$12) up to 30 days and at the rate of \$8 thereafter.

Mileage Allowances

The mileage allowances shown on Exhibit B, Part II, apply with no exceptions.

/s/ Hermon I. Miller
Director, Poultry Division

POULTRY DIVISION

Redelegation of Authorities

The authorities listed in Section VII of this Instruction are redelegated to the officials occupying or acting in the positions designated below. The redelegation for certain authorities is subject to limitations cited in the Instruction, in this Exhibit, and in Exhibit A.

Washington:

Deputy Director
Assistant to Director
Administrative Officer

Field:

Area Supervisors - Inspection Branch
 - Grading Branch
 *- - Market News Branch
Officers in Charge - Market News Field Offices

*
*

Limitation:

Authority to sign Forms AD-352, Request and Approval for Personnel Action, redelegated to the Market News officials designated above, is subject to the following limitation:

*
*
*

AD-352's involving appointments, promotions, and reassignments shall be initiated only after prior approval is obtained from the Administrative Officer.-*

*
*
*

Redelegation below the level of Area Supervisors, *-Inspection and Grading Branches, -* are set forth in PY Instruction 106-1.

*
*

POULTRY DIVISION

Per Diem Allowances

<u>Location of Travelers</u>	<u>Travel Cost Patterns Assigned</u>
Washington:	High Cost
Field: <u>1/</u>	
Area Supervisors	High Cost
Assistant Area Supervisors	High Cost
Area Administrative and Clerical Staff	High Cost
Regulatory Inspectors	High Cost
* *-Officer-in-Charge, National Reports Office	High Cost-*
Area Technical Supervisors	Medium Cost
Supervisory Agricultural Commodity Graders	Medium Cost
Assistant Supervisory Agricultural Commodity Graders	Medium Cost
Members of the weight teams	Medium Cost
Full-time Inspectors and Graders employed exclusively to perform relief work throughout the area	Medium Cost
* *-Dairy and Poultry Market Reporters	Medium Cost-*
All Others <u>2/</u>	Low Cost

Exceptions:

- 1/ For attendance at a special or formally organized Branch, Inter-Branch, or Division meeting, a uniform rate of per diem in a cost pattern compatible with the site of the meeting will be established by the Division Director.
- 2/ Graders temporarily assigned to Chicago or New York shall be reimbursed at the maximum rate for the medium cost travel pattern (\$12) up to 30 days and at the rate of \$8 thereafter.

Mileage Allowances

The mileage allowances shown on Exhibit B, Part II, apply with no exceptions.

/s/ Hermon I. Miller
Director, Poultry Division

TRANSPORTATION AND WAREHOUSE DIVISION

Per Diem Allowances

<u>Location of Travelers</u>	<u>Travel Cost Patterns Assigned</u>
Washington: <u>1/</u>	High Cost
Field: <u>1/</u>	
*-National Field Offices	High Cost *
Area Offices <u>2/</u>	Medium Cost *
Sub-Area Offices <u>2/</u>	Medium Cost-* *

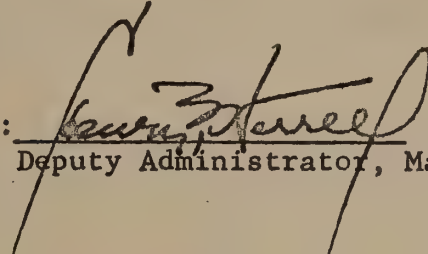
Exceptions:

- 1/ No per diem is allowable after 60 days at any one place at any one time unless specifically authorized by the Division Director or Administrative Officer.
- 2/ High Cost travel pattern will be allowed for
 - (a) Travel for attendance at meetings and workshops,
 - (b) Temporary duty in Washington, D. C., and
 - *-(c) Warehouse Examiners transferred to C&MS from the Minneapolis, Minn., ASCS Commodity Office. (This exception is subject to change after study.)-* *

Collaborators serving without compensation are assigned to the Medium Cost travel pattern.

Mileage Allowances

The mileage allowances shown on Exhibit B, Part II, apply.

Concurred: 

Deputy Administrator, Management

/s/ George A. Dice, Director
Transportation and Warehouse Division

TRANSPORTATION AND WAREHOUSE DIVISION

Redelegation of Authorities

The authorities listed in Section VII of this Instruction are redelegated to the officials occupying or acting in the positions designated below. The redelegation for certain authorities is subject to exceptions and limitations cited in the Instruction, in this Exhibit, and Exhibit A.

Washington:

Deputy Director
Branch Chiefs
Administrative Officer

Field:

*-Officers in Charge, National Field Offices - Warehouse Service Branch *

Officers in Charge, Area Offices - Warehouse Service Branch *

Officers in Charge, Sub-Area Offices - Warehouse Service Branch-* *

Specific Redelegations:

*-The authority to approve attendance at Statewide meetings, within the limitations and under the conditions prescribed in C&MS Instruction 112-1, Attendance at Meetings Outside the Department, is specifically redelegated to Branch Chiefs; and Officers in Charge of the National Field Offices, Area Offices, and Sub-Area Offices, Warehouse Service Branch (Section VII E). *

The authority to establish field duty stations for employees who are in substantially continuous travel status as prescribed by C&MS Instruction 300-3, Section III B 1 a, is specifically redelegated to the Branch Chief and Officers in Charge, Area Offices and Sub-Area Offices, Warehouse Service Branch (Section VII N). -* *

AMS INSTRUCTION 106-2
EXHIBIT C-15

Limitations:

Redelegation to Officers in Charge of all field offices is subject to the following limitations:

Authority to sign Forms AD-352, Request and Approval for Personnel Action (Section VII I), involving appointments, promotions, and reassignments shall be exercised only after prior approval is obtained from the Branch Chief.

*

* * *

Authority to order or approve occasional and irregular overtime (Section VII K) is limited to approval of overtime performed by warehouse examiners in travel status on Saturdays, provided the Officer in Charge is satisfied the work can be satisfactorily performed on Saturday, and compensatory time is claimed only for hours actually worked and not for travel time outside regular hours of duty. All other overtime is subject to prior approval of the Director.

TOBACCO DIVISION

Redelegation of Authorities

The authorities listed in Section VII of this Instruction are redelegated to the officials occupying or acting in the positions designated below. The redelegation for certain authorities is subject to exceptions and limitations cited in this Instruction, in division memoranda, in this Exhibit, and in Exhibit A.

Washington:

Deputy Director
-Assistant to Deputy Director-
Branch Chiefs
Administrative Officer
Administrative Assistants, Administrative Office

Field

District Supervisors
-Assistant District Supervisors-
Area Supervisors
Administrative Assistants
-Administrative Clerk, Clarksville, Tenn.-

Exceptions and Limitations:

Redelegation to Administrative Assistants, Administrative Office includes only the authority to purchase necessary equipment, materials, and supplies (Section VII G).

Redelegation to District Supervisors is subject to the following limitations:

Authority to authorize, direct, and approve travel (Section VII A), is limited to travel performed within the limits of the continental United States.

Authority to purchase necessary equipment, materials, and supplies (Section VII G) is limited to orders up to *-\$500.-* Orders in excess of *-\$500.-* must be approved by the Administrative Officer.

Exceptions and Limitations (Con)

Redelegation to Area Supervisors includes only the authorities listed below, subject to the limitations stated:

Authorize, direct, and approve official travel within the limits of the continental United States.

Administratively approve travel vouchers.

Order and approve overtime and holiday work.

Redelegation to Administrative Assistants, Field, and to the Administrative Clerk, Clarksville, Tenn., includes only the authorities listed below, subject to the limitations stated:

* Purchase necessary equipment, materials, and supplies up to
-\$500.- Orders in excess of *-\$500-* must be approved by the
Administrative Officer.

Effect temporary appointments under the short-term employment procedure.

* *-Sign Forms AD-352. Request and Approval for Personnel Action.-*

TOBACCO DIVISION

Per Diem Allowances

<u>Location of Travelers</u>	<u>Travel Cost Patterns Assigned</u>
Washington:	High Cost
Field:	
District and Assistant District Supervisors	Medium Cost
Area and Assistant Area Supervisors	Medium Cost
Training and Assistant Training Supervisors	Medium Cost
Tobacco Market News Reporter-in-Charge	Medium Cost
Officer-in-Charge Naval Stores Market News	Medium Cost
All Other, except as shown below	Low Cost

Temporary and seasonal inspectors and graders traveling under P. L. 85-979 are authorized per diem at the following rates, subject to the provisions of *-TB Instruction 467-5, dated 5-19-64.-*

*

- 1 Travel within their home belts: \$8 per day.
- 2 Travel outside their home belts: \$10 per day for the first 15 days and \$8 per day thereafter.
- 3 Travel when returning to their home belts: \$10 per day while traveling to the home belt and \$8 per day for travel within the home belt.

Mileage Allowances

The allowances shown on Exhibit B, Part II, apply except as provided in *-TB Instruction 467-5, dated 5-19-64.-*

*

/s/ Stephen E. Wrather
Director, Tobacco Division

PACKERS AND STOCKYARDS DIVISION

Per Diem Allowances

<u>Location</u>	<u>Rates</u>		
Washington:	\$12 (10 days)	\$9 (20 days)	\$7 (thereafter)
Field:			

Exceptions:

An employee detailed to Washington, D. C., is authorized per diem at \$12 for the first 20 days and \$10 thereafter.

Per diem for GS-5 trainees detailed to a station shall be reduced to \$3 after 90 days and continue at that rate for the duration of the detail.

Mileage Allowances

The maximum mileage allowances shown on Exhibit C, Part II, apply with no exceptions.

* * *

*

2-7-61

April 4, 1962

Please substitute the attached revised page 1 of Exhibit C-18 to AMS Instruction 106-2, General Authorization, for Exhibit C-18, dated 6-15-61, now in the Instruction.

Procedures Branch
Administrative Services Division, AMS
Washington 25, D. C.

DISTRIBUTION: A,D,M,S4

overtime and holiday work is not redelegated to Administrative Assistants, Administrative Group.-*

*
*

Field:

The Director, subject to Divisional Delegations and Divisional and Branch Instructions, delegates the following to field offices. These redelegations are also subject to the limitations cited in the Instruction and in Exhibit A.

District Supervisors: Fresh Products Standardization and Inspection Branch
Processed Products Standardization and Inspection Branch

- 1 Authorize, direct, and approve official travel.
- 2 Purchase necessary equipment and supplies and incur other necessary station expenses.
- 3 Effect temporary appointments under the L/A employment procedure.
- 4 Sign SF-52's, Requests for Personnel Action.
- 5 Order or approve occasional and irregular overtime and holiday work.

(over)

FRUIT AND VEGETABLE DIVISION

Redelegation of Authorities

The authorities listed in Section VII of this Instruction are redelegated to the officials occupying or acting in the positions designated below. Redelegations to certain officials are subject to the exceptions and limitations indicated in this Exhibit. Redelegations for certain authorities are subject to the limitations cited in the Instruction and in Exhibit A.

Washington:

Administrative Officer

-Administrative Assistants, Administrative Group-

*

*-Exception:

*

The authority to order or approve occasional and irregular overtime and holiday work is not redelegated to Administrative Assistants, Administrative Group.-* *

Field:

The Director, subject to Divisional Delegations and Divisional and Branch Instructions, delegates the following to field offices. These redelegations are also subject to the limitations cited in the Instruction and in Exhibit A.

District Supervisors: Fresh Products Standardization and Inspection Branch
Processed Products Standardization and Inspection Branch

- 1 Authorize, direct, and approve official travel.
- 2 Purchase necessary equipment and supplies and incur other necessary station expenses.
- 3 Effect temporary appointments under the L/A employment procedure.
- 4 Sign SF-52's, Requests for Personnel Action.
- 5 Order or approve occasional and irregular overtime and holiday work.

(over)

procedure.

Officers-in-Charge, Marketing Field Offices

- 1 Authorize, direct, and approve official travel.
- 2 Purchase necessary equipment and supplies and incur other necessary station expenses.
- 3 Effect temporary appointments under the L/A employment procedure.
- 4 Sign SF-52's, Requests for Personnel Action.

These delegations supplement but do not supersede present Divisional Delegations.

FRUIT AND VEGETABLE DIVISION

Per Diem Allowances

<u>Location of Traveler</u>	<u>Travel Cost Patterns Assigned</u>
Washington: ^{1/}	High Cost
Field: ^{1/}	
Commodity Field Offices	High Cost
District Offices, Fresh and Processed Standardiza- tion and Inspection Branches	High Cost
Regulatory Field Offices	High Cost
Fresh and Processed Standardization and Inspection Field Offices (other than District Offices) ^{2/ 3/}	Medium Cost
Market News Field Offices ^{2/}	Medium Cost
Processed Inspection Commodity Graders on Temporary Detail ^{3/}	Low Cost

Exception:

General

- 1/ No per diem is allowed after 60 days at any one place at any one time, unless specifically authorized by the Division Director or Administrative Officer.

Field

- 2/ Travel to Washington, D. C. for meetings, conferences, or special assignments is High Cost travel and employees may be authorized per diem at the rates established for the High Cost travel pattern, subject to the 60-day limitation.
- 3/ Generally, Processed Commodity Graders, when on temporary detail, are authorized per diem only while traveling and for the first 25 days at any one place at any one time, at the rate of \$12 while en route, at the rate of \$10 for the first 15 days, and at the rate of \$8 for the next 10 days.

Mileage Allowances

The mileage allowances shown on Exhibit B, Part II, apply without exception.

/s/ Floyd F. Hedlund
Director, Fruit and Vegetable Division

FRUIT AND VEGETABLE DIVISION

Redelegation of Authorities

The authorities listed in Section VII of this Instruction are redelegated to the officials occupying or acting in the positions designated below. Redelegations to certain officials are subject to the exceptions and limitations indicated in this Exhibit. Redelegations for certain authorities are subject to the limitations cited in the Instruction and in Exhibit A.

Washington:

Administrative Officer

-Administrative Assistants, Administrative Group-

*-Exception:

The authority to order or approve occasional and irregular overtime and holiday work is not redelegated to Administrative Assistants, Administrative Group.-*

Field:

The Director, subject to Divisional Delegations and Divisional and Branch Instructions, delegates the following to field offices. These redelegations are also subject to the limitations cited in the Instruction and in Exhibit A.

District Supervisors: Fresh Products Standardization and Inspection Branch
Processed Products Standardization and Inspection Branch

- 1 Authorize, direct, and approve official travel.
- 2 Purchase necessary equipment and supplies and incur other necessary station expenses.
- 3 Effect temporary appointments under the short-term employment procedure.
- 4 Sign Forms AD-352, Request and Approval for Personnel Action.
- 5 Order or approve occasional and irregular overtime and holiday work.

(over)

Officers-in-Charge, Terminal Markets, Fresh Products Standardi-
zation and Inspection Branch

- 1 Purchase necessary supplies and incur other necessary station expenses.
- 2 Order or approve occasional and irregular overtime and holiday work.

Officers-in-Charge, Shipping Point, Fresh Products Standardi-
zation and Inspection Branch

Purchase necessary supplies and incur other necessary station expenses.

Officers-in-Charge, Area Offices, Processed Products Standardi-
zation and Inspection Branch

- 1 Authorize, direct, and approve official travel.
- 2 Purchase necessary supplies and incur other necessary station expenses.
- 3 Order or approve occasional and irregular overtime and holiday work.

Officers-in-Charge, Market News and Regulatory Field Offices

- 1 Authorize, direct, and approve official travel.
- 2 Purchase necessary equipment and supplies and incur other necessary station expenses.
- 3 Effect temporary appointments under the short-term employment procedure.

Officers-in-Charge, Marketing Field Offices

- 1 Authorize, direct, and approve official travel.
- 2 Purchase necessary equipment and supplies and incur other necessary station expenses.
- 3 Effect temporary appointments under the short-term employment procedure.
- 4 Sign Forms AD-352, Request and Approval for Personnel Action.
- *-5 Request audits and investigations as provided in Section VII M of this Instruction.-*

These delegations supplement but do not supersede present Divisional Delegations.

FRUIT AND VEGETABLE DIVISION

Redelegation of Authorities

The authorities listed in Section VII of this Instruction are redelegated to the officials occupying or acting in the positions designated below. Redelegations to certain officials are subject to the exceptions and limitations indicated in this Exhibit. Redelegations for certain authorities are subject to the limitations cited in the Instruction and in Exhibit A.

Washington:

- *-Chief, Processed Products Standardization and Inspection Branch-* *
- Administrative Officer
- Administrative Assistants, Administrative Group
- *-Stock Control Clerk-* *

Exceptions and Limitations:

- *-Redelegation to the Chief, Processed Products Standardization and Inspection Branch includes only the authority to purchase necessary equipment, materials, and supplies (Section VII G), limited to approving requisitions for purchase of inspection laboratory equipment and supplies.--* *

The authority to order or approve occasional and irregular overtime and holiday work (Section VII K-L) is not redelegated to Administrative Assistants, Administrative Group.

- *-Redelegation to the Stock Control Clerk includes only the authority to purchase necessary equipment, materials, and supplies (Section VII G), limited to approving requisitions for reproduction and photographic services except printing.--* *

Field:

The Director, subject to Divisional Delegations and Divisional and Branch Instructions, delegates the following to field offices. These redelegations are also subject to the limitations cited in the Instruction and in Exhibit A.

District Supervisors: Fresh Products Standardization and Inspection Branch
Processed Products Standardization and Inspection Branch

- 1 Authorize, direct, and approve official travel.
- 2 Purchase necessary equipment and supplies and incur other necessary station expenses.
- 3 Effect temporary appointments under the short-term employment procedure.
- 4 Sign Forms AD-352, Request and Approval for Personnel Action.
- 5 Order or approve occasional and irregular overtime and holiday work.

(over)

Officers-in-Charge, Terminal Markets, Fresh Products Standardization and Inspection Branch

- *
 - 1 *-Authorize, direct, and approve official travel.--*
 - 2 Purchase necessary supplies and incur other necessary station expenses.
 - 3 Order or approve occasional and irregular overtime and holiday work.

Officers-in-Charge, Shipping Point, Fresh Products Standardization and Inspection Branch

- *
 - 1 *-Authorize, direct, and approve official travel.--*
 - 2 Purchase necessary supplies and incur other necessary station expenses.

Officers-in-Charge, Area Offices, Processed Products Standardization and Inspection Branch

- 1 Authorize, direct, and approve official travel.
- 2 Purchase necessary supplies and incur other necessary station expenses.
- 3 Order or approve occasional and irregular overtime and holiday work.

Officers-in-Charge, Market News and Regulatory Field Offices

- 1 Authorize, direct, and approve official travel.
- 2 Purchase necessary equipment and supplies and incur other necessary station expenses.
- 3 Effect temporary appointments under the short-term employment procedure.

Officers-in-Charge, Marketing Field Offices

- 1 Authorize, direct, and approve official travel.
- 2 Purchase necessary equipment and supplies and incur other necessary station expenses.
- 3 Effect temporary appointments under the short-term employment procedure.
- 4 Sign Forms AD-352, Request and Approval for Personnel Action.
- 5 Request audits and investigations as provided in Section VII M of this Instruction.

These delegations supplement but do not supersede present Divisional Delegations.

FRUIT AND VEGETABLE DIVISION

Redelegation of Authorities

The authorities listed in Section VII of this Instruction are redelegated to the officials occupying or acting in the positions designated below. Redelegations to certain officials are subject to the exceptions and limitations indicated in this Exhibit. Redelegations for certain authorities are subject to the limitations cited in the Instruction and in Exhibit A.

Washington:

Administrative Officer
Administrative Assistant, Administrative Group

Exception:

The authority to order or approve occasional and irregular overtime and holiday work (Section VII K and L) is not redelegated to Administrative Assistant, Administrative Group.

*-In addition to the above, the following specific redelegations are made:

Branch Chiefs - authority to approve attendance at statewide and local meetings, as defined in AMS Instruction 112-1, Attendance at Meetings Outside the Department.

Chief, Processed Products Standardization and Inspection Branch - authority to purchase necessary equipment, materials, and supplies (Section VII G), limited to approving requisitions for purchase of inspection laboratory equipment and supplies.

Supply Clerk - authority to purchase necessary materials and supplies (Section VII G), and to approve requisitions for reproduction and photographic services except printing.-*

Field:

The Director, subject to Divisional Delegations and Divisional and Branch Instructions, delegates the following to field offices. These redelegations are also subject to the limitations cited in the Instruction and in Exhibit A.

District Supervisors: Fresh Products Standardization and Inspection Branch
 Processed Products Standardization and Inspection Branch

* *-Officer in Charge: Fresh Products Standardization and Inspection
* Branch - New York, New York-*

- 1 Authorize, direct, and approve official travel.
- 2 Purchase necessary equipment and supplies and incur other necessary station expenses.
- 3 Effect temporary appointments under the short-term employment procedure.
- 4 Sign Forms AD-352, Request and Approval for Personnel Action.
- 5 Order or approve occasional and irregular overtime and holiday work.
- * *-6 Approve attendance at statewide and local meetings, as defined in
- * AMS Instruction 112-1, Attendance at Meetings Outside the Department.-*

Exception:

Officer in Charge, Fresh Products Standardization and Inspection Branch, New York, New York - authority to approve attendance at meetings is limited to local meetings held at official headquarters.

Officers-in-Charge, Terminal Markets, Fresh Products Standardization and Inspection Branch

- 1 Authorize, direct, and approve official travel.
- 2 Purchase necessary supplies and incur other necessary station expenses.
- 3 Order or approve occasional and irregular overtime and holiday work.
- * *-4 Effect temporary appointments under the short-term employment
- * procedure.
- * 5 Approve attendance at local meetings held at official headquarters.-*

Officers-in-Charge, Shipping Point, Fresh Products Standardization and Inspection Branch

- 1 Authorize, direct, and approve official travel.
- 2 Purchase necessary supplies and incur other necessary station expenses.
- * *-3 Approve attendance at statewide and local meetings, as defined in AMS
- * Instruction 112-1, Attendance at Meetings Outside the Department.-*

Officers-in-Charge, Area Offices, Processed Products Standardization and Inspection Branch

- 1 Authorize, direct, and approve official travel.
- 2 Purchase necessary supplies and incur other necessary station expenses.
- 3 Order or approve occasional and irregular overtime and holiday work.
- *-4 Effect temporary appointments under the short-term employment procedure. *
- 5 Approve attendance at local meetings held at official headquarters.--* *

Officers-in-Charge, Market News Field Offices

- 1 Authorize, direct, and approve official travel.
- 2 Purchase necessary equipment and supplies and incur other necessary station expenses.
- 3 Effect temporary appointments under the short-term employment procedure.
- *-4 Approve attendance at local meetings held at official headquarters.--* *

Officers-in-Charge, Regulatory Field Offices

- 1 Authorize, direct, and approve official travel.
- 2 Purchase necessary equipment and supplies and incur other necessary station expenses.
- 3 Effect temporary appointments under the short-term employment procedure.
- *-4 Approve attendance at statewide and local meetings, as defined in AMS Instruction 112-1, Attendance at Meetings Outside the Department.--* *

Officers-in-Charge, Marketing Field Offices

- 1 Authorize, direct, and approve official travel.
- 2 Purchase necessary equipment and supplies and incur other necessary station expenses.
- 3 Effect temporary appointments under the short-term employment procedure.
- 4 Sign Forms AD-352, Request and Approval for Personnel Action.
- 5 Request audits and investigations as provided in Section VII M of this Instruction.
- *-6 Approve attendance at statewide and local meetings, as defined in AMS Instruction 112-1, Attendance at Meetings Outside the Department.--* *

These delegations supplement but do not supersede present Divisional Delegations.

FRUIT AND VEGETABLE DIVISION

Per Diem Allowances

<u>Location of Traveler</u>	<u>Travel Cost Patterns Assigned</u>
Washington: <u>1/</u>	High Cost
Field: <u>1/</u>	
Commodity Field Offices	High Cost
District Offices, Fresh and Processed Standardization and Inspection Branches	High Cost
Regulatory Field Offices	High Cost
Fresh and Processed Standardization and Inspection Field Offices (other than District Offices) <u>2/ 3/</u>	Medium Cost
Market News Field Offices <u>2/</u>	Medium Cost
Processed Inspection Commodity Graders on Temporary Detail <u>3/</u>	Low Cost

Exceptions

General

- 1/ No per diem is allowed after 60 days at any one place at any one time, unless specifically authorized by the Division Director or Administrative Officer.

Field

- 2/ Travel to Washington, D. C. for meetings, conferences, or special assignments is High Cost travel and employees may be authorized per diem at the rates established for the High Cost travel pattern, subject to the 60-day limitation.
- 3/ Generally, Processed Commodity Graders, when on temporary detail, are authorized per diem only while traveling and for the first 25 days at any one place at any one time, at the rate of \$12 while en route, at the rate of \$10 for the first 15 days, and at the rate of \$8 for the next 10 days.

Mileage Allowances

The mileage allowances shown on Exhibit B, Part II, apply without exception.

/s/ Floyd F. Hedlund
Director, Fruit and Vegetable Division

December 10, 1962

Please insert in your manual the attached Exhibit C-19, Milk Marketing Orders Division, to AMS Instruction 106-2, General Appropriation.

Procedures Branch
Administrative Services Division, AMS
Washington 25, D. C.

DISTRIBUTION: A,D,M,S11

ADMINISTRATIVE OFFICE.

Field

- 2/ Travel to Washington, D. C. for meetings, conferences, or special assignments is High Cost travel and employees may be authorized per diem at the rates established for the High Cost travel pattern, subject to the 60-day limitation.
- 3/ Generally, Processed Commodity Graders, when on temporary detail, are authorized per diem only while traveling and for the first 25 days at any one place at any one time, at the rate of \$12 while en route, at the rate of \$10 for the first 15 days, and at the rate of \$8 for the next 10 days.

Mileage Allowances

The mileage allowances shown on Exhibit B, Part II, apply without exception.

/s/ Floyd F. Hedlund
Director, Fruit and Vegetable Division

MILK MARKETING ORDERS DIVISION

Redelegation of Authorities

The authorities listed in Section VII of this Instruction are re-delegated to the officials ~~occupying~~ or acting in the positions designated below. The redelegation for certain authorities is subject to limitations cited in the Instruction and in Exhibit A.

Washington:

Deputy Director
Assistant to Director
Administrative Officer

MILK MARKETING ORDERS DIVISION

Per Diem Allowances

Location of Travelers

Travel Cost
Pattern Assigned

Washington:

High Cost

Mileage Allowances

Mileage allowances prescribed in Exhibit B, Part II, apply.

/s/ H. L. Forest
Director, Milk Marketing Orders Division

MILK MARKETING ORDERS DIVISION

Redelegation of Authority

The authority to purchase necessary equipment, materials, and supplies, as cited in Section VII G of this Instruction, is redelegated to the official listed below, subject to the limitation indicated.

Washington:

Administrative Assistant, Administrative Group.

Redelegation is limited to authority to requisition materials and supplies.

/s/ Regina Stellpflug
Administrative Officer

MEAT INSPECTION DIVISION
Redelegation of Authorities

The authorities listed in Section VII of this Instruction are redelegated to the officials occupying or acting in the positions designated below. The redelegation for certain authorities is subject to limitations and exceptions cited in the Instruction, in this Exhibit, and in Exhibit A.

Washington:

Associate Director
Assistant to the Director for Management
Administrative Officer

Field:

Assistant Directors
Area Veterinarians in Charge

Limitations and Exceptions:

Authority to sign Forms SF-52, Request for Personnel Action, redelegated to the field officials designated above, is subject to the following limitations:

Effect temporary appointments under the short-term employment procedure (Section VII H).

SF-52's involving appointments, promotions made by the National Promotion Committee in Washington, D. C., and reassignments involving Inspectors in Charge, GS-12, and above, shall be initiated only after prior approval has been obtained from the Director's office, the Assistant to the Director for Management, or the Administrative Officer.

MEAT INSPECTION DIVISION

Per Diem Allowances

<u>Location of Travelers</u>	<u>Travel Cost Patterns Assigned</u>
Washington: <u>1</u> /	High Cost
Beltsville: <u>1</u> /	High Cost

Field: 1/

Assistant Directors
Chemists in Charge, Laboratory
Area Veterinarians in Charge
and Assistants
Investigators in Charge
Investigators
All other personnel

Lodging costs
(rounded to the
next highest dollar),
plus \$6.00 per day
for meals, total
not to exceed \$16.00
as prescribed by
AM 351.2

Exception:

- 1/ For attendance at formally organized Division, area, or national meetings, a uniform rate of per diem in a cost pattern compatible with the meeting site will be established by the Office of the Director or the Administrative Office.

Mileage Allowances

The mileage allowances shown on Exhibit B, Part II, apply to Washington personnel of the Meat Inspection Division. Field personnel will be governed by AM 351.3, as revised.

/s/ C. H. Pals, Director
Meat Inspection Division

Concurred: /s/ Henry G. Herrell
Acting Administrator

MEAT INSPECTION DIVISION

Redelegation of Authorities

The authorities listed in Section VII of this Instruction are redelegated to the officials occupying or acting in the positions designated below. The redelegation for certain authorities is subject to limitations and exceptions cited in the Instruction, in this Exhibit, and in Exhibit A.

Washington:

Associate Director
Ass't. to Director for Mgmt.
Administrative Officer

All Chief Staff Officers
Ass't. to Administrative Officer
Office Services Manager

Field:

Assistant Directors
Program Management Officers
Area Veterinarians in Charge
Chemists in Charge
Inspectors in Charge at:

Administrative Assistants, GS-7
and above
Investigators in Charge

Des Moines, Waterloo, Ottumwa, Mason City, Dubuque, Davenport,
Cedar Rapids, Ft. Dodge, and Sioux City, Iowa; Baltimore, Md.;
Bristol, Norfolk, Richmond, and Salem, Va.; Seattle and Spokane,
Wash.; and Portland, Ore.

Limitations and Exceptions:

Authority to sign Forms SF-52, Request for Personnel Action, redelegated to the field officials designated above, is subject to the following limitations:

Effect temporary appointments under the short-term employment procedure (Section VII H) by use of SF-50-A, except as limited below.

SF-52's shall be approved only by the Associate Director, the Assistant to the Director for Management, the Administrative Officer, and the Assistant Directors.

Authority to effect temporary appointments under the short-term employment procedure is not delegated to Washington officials, Chemists in Charge, and Investigators in Charge.

Authority to determine the need for filling vacancies and approve those considered necessary to carry out assigned programs (Section VII J) is redelegated only to the Associate Director, the Assistant to the Director for Management, and Assistant Directors.

Redelegation to the Office Services Manager and to Administrative Assistants, GS-7 and above, is limited to the authority to purchase necessary equipment, materials, and supplies (Section VII G).

MEAT INSPECTION DIVISION

Per Diem Allowances

<u>Location of Travelers</u>	<u>Travel Cost Patterns Assigned</u>
Washington: $\frac{1}{1}$	High Cost
Beltsville: $\frac{1}{1}$	High Cost
Field: $\frac{1}{1}$	
Assistant Directors	Lodging costs
Chemists in Charge, Laboratory	(rounded to the next
Area Veterinarians in Charge	highest dollar), plus
and Assistants	\$6.00 per day for
Investigators in Charge	meals, total not to
Investigators	exceed \$16.00, as
All other personnel	prescribed by AM 351.2

Exception:

- $\frac{1}{1}$ For attendance at formally organized Division, area, or national meetings, a uniform rate of per diem in a cost pattern compatible with the meeting site will be established by the Office of the Director or the Administrative Office.

Mileage Allowances

The mileage allowances, as shown on Exhibit B, Part II, apply to Washington personnel of the Meat Inspection Division. Field personnel will be governed by AM 351.3, as revised.

/s/ C. H. Pals, Director
Meat Inspection Division

Concurred: /s/ Henry G. Herrell
Acting Administrator

TOBACCO DIVISION

Per Diem Allowances

<u>Location</u>	<u>Rates</u>		
Washington:	\$12 (10 days)	\$9 (20 days)	\$7 (thereafter)
Field:	\$10 (10 days)		\$7 (thereafter)

Exceptions:

Field

Regular tobacco inspectors and graders are authorized per diem at the rate of \$12 per day while traveling between official station and Washington, D. C., and while at Washington, D. C.

Temporary and seasonal inspectors and graders traveling under P.L. 85-979 are authorized per diem at the following rates, subject to the provisions of Tobacco Division Memorandum No. 3 dated May 24, 1960:

- 1 Travel within their home belts: \$7 per day.
- 2 Travel outside their home belts: \$10 per day for the first 10 days and \$7 per day thereafter.
- 3 Travel when returning to their home belts: \$10 per day while traveling to the home belt and \$7 per day for travel within the home belt.

Naval stores inspectors, when traveling for 24 hours or less, are authorized per diem at the rate of \$7.

Mileage Allowances

The maximum allowances shown on Exhibit C, Part II, apply except as provided in Tobacco Division Memorandum No. 3 dated May 24, 1960.

TOBACCO DIVISION

Per Diem Allowances

<u>Location</u>	<u>Rate</u>	<u>Period</u>
Washington:	\$12 (10 days)	\$3 (20 days)
Field:	\$10 (10 days)	\$1 (thereafter)
Exceptions:		\$1 (thereafter)

Field

Regular tobacco inspectors and messengers are authorized per diem at the rate of \$12 per day while traveling between official station and Washington, D. C., and while at Washington, D. C. Temporary and seasonal inspectors and messengers traveling under P.D. 100-2 are authorized per diem at the following rates, subject to the provisions of Tobacco Division Memorandum No. 3 dated May 24, 1950:

1. Travel with in their home office: \$7 per day.
 2. Travel outside their home office: \$10 per day for the first 10 days and \$7 per day thereafter.
 3. Travel when returning to their home office: \$10 per day while traveling to the home office and \$7 per day for travel within the home office.
- Travel starts inspectors, when traveling for 24 hours or less, are authorized per diem at the rate of \$7.

Mississippi Allowances

The maximum allowances shown on Exhibit C, Part II, apply except as provided in Tobacco Division Memorandum No. 3 dated May 24, 1950.